



Handbook for Facilities



**Board of Education Building
201 N. Forest Avenue
Independence, Missouri 64050
(816) 521-5300
www.isdschools.org**



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Web Access: www.isdschools.org

INTRODUCTION

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District Mission

District Vision Statement:

A community united to improve the quality of life through education.

District Mission Statement:

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

District Values Statements:

- All students can learn.
- All people have the right to be accepted and treated with respect.
- Schools will be safe, orderly and caring environments.
- Effective teaching/learning is the responsibility of the family, school, and community.
- High academic and behavioral standards are expected.

District Level Goals

- Increase student achievement and performance.
- Align district programs and services for continuity and cohesiveness.
- Maximize resources to facilitate learning.

Board of Education

President
Vice President
Treasurer
Director
Director
Director
Director

Mr. Greg Finke
Mrs. Denise Fears
Dr. Matt Mallinson
Mrs. Jill Esry
Mr. Blake Roberson
Mrs. Carrie Dixon
Mr. Eric Knipp

Central Office Administration

Superintendent of Schools
Deputy Superintendent-Instruction/Early Education/Student Services
Deputy Superintendent of Operations
Director of Human Resources
Director of Human Resources
Assistant Superintendent-High Schools/NGL Academies
Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment
Assistant Superintendent of Elementary Education
Director of Technology
Director of Special Services
Director of Community Relations
Director of Public Relations
Director of Business and Benefits
Director of Youth Development and Education
Director of Neighborhood Family Services
Director of Facilities Services
Director of Nutrition Services
Director of Transportation Services
Director of Health Services
Director of Public Safety
Director of Head Start

Dr. Dale Herl
Dr. Cindy Grant
Dr. Lance Stout
Dr. Pamela Boatright
Mr. Dean Katt
Mr. Randy Maglinger
Ms. Prissy LeMay
Dr. Janet Richards
Mr. Todd Theen
Ms. Sherry Potter
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Mrs. Molly Johnson
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Mr. Salum Stutzer
Mr. Brad Kramer
Mr. Daryl Huddleston
Mrs. Lori Halsey
Mr. Dennis Green
Dr. Patti White



*Dr. Dale Herl, Superintendent
201 North Forest Avenue
Independence, MO 64050
(816) 521-5300*

Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2018-2019 school year.

Your role is very important to the Independence School District and we appreciate your decision to join our staff. Included in this handbook is information that will answer many of your questions regarding the practices and services of the School District. If you have other questions, please contact Dr. Pam Boatright or Mr. Dean Katt.

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2018-2019 school year.

Best wishes,

Dale Herl
Superintendent of Schools

STAFF INFORMATION

What is the Role of the Facilities Staff?

The Importance of the Job

The process of teaching children in school involves not only the teacher, but support staff and parents whose services contribute directly or indirectly to their educational growth. In the course of the day-to-day work, it may seem that it is an endless job of cleaning rooms that will be dirty again tomorrow. As true as this may be, it should be remembered that how well you do your job can affect not only the health and safety of the children, but the morale and atmosphere of the entire school. Custodians are responsible primarily for cleaning the school building. Buildings, equipment, and grounds are in your care. Operations and preventative maintenance includes security to prevent vandalism and theft. The community, teachers, and pupils take pride in a well-kept attractive school and will help you keep it that way.

The Public Relations of the Job

The principal and teachers need the assistance of professional Facilities staff. The district realizes the importance of the Facilities staff's position and appreciates the fact that a clean, well-kept, properly heated and ventilated building favorably affects the teachers in their teaching and the children in their learning. You can gain good will for the school through efficiency and a friendly attitude toward pupils, teachers, and visitors. The public expects all district employees to be dependable, courteous and cheerful.

Facilities staff are a part of the school's team. As a team member, you are expected to support all staff in a manner which will reinforce their efforts in the performance of their duties. When it is necessary for custodians to go into a classroom during class time, please enter very quietly and do whatever is necessary with as little commotion as possible.

Qualifications for Facilities Staff

All staff members must have a high school diploma or GED. Different types of Facilities positions require specialized training or certifications. Please refer to the job descriptions for these specific requirements. Facilities job descriptions can be found in the "Employment" section of this handbook.

Employee Uniform

The Facilities Department has a mandatory, monitored uniform policy. You will be provided five (5) uniform shirts, five (5) pairs of pants and one (1) pair of non-skid sole shoes. Staff should arrive on the job each day in the required freshly laundered professional work attire.

Appropriate uniform and personal appearance includes:

- Department-provided uniform shirt (5), pant (5) and non-skid sole shoes (1 pair)**
- Hose or socks
- No excessive jewelry or visible body piercing (nose ring, tongue or eyebrow studs or hoops)

- Clean, well-manicured fingernails; clear polish, no artificial nails
- Friendly smile!

**Maintaining a professional image is important. Replacement of tattered, worn uniform shirt, pants or shoes is available through the Head Custodian.

Hours

Most facilities employees are full-time employees who work eight (8) hours a day, five (5) days a week. Consult your letter of appointment for the number of hours you are to work. You will have a half hour for a duty-free break during the day. This will mean that you will be in attendance at your site for a half hour longer than your work hours. For example, if you are to work eight (8) hours, you will be in attendance at your site for eight and a half (8 ½) hours each day.

Facilities employees should use their break time for personal calls, checking cell phone messages and text messages. The use of personal cell phones during working hours is prohibited.

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible so that arrangements can be made to cover your responsibilities for the day.

All early shift custodians (6:00 a.m. – 2:30 p.m.) should report an absence or that they will be late to work by calling Gustavo Bateman 816-918-9316 or Ron Clayborn 816-719-6812 at 4:00 a.m. If no one is available to take the call, please continue to call until you are able to talk to someone in person. All other custodians should report an absence two (2) hours prior to the start of their shift.

Board of Education policy 4310 states, “When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days.”

Failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

Snow Day Attendance

All job descriptions for the Facilities Department state snow removal and lawn care as part of the job responsibilities. All support staff are required to work on snow days. For the safety of students and staff, all early shift employees (6:00 am – 2:30 pm) should adjust their scheduled work time to make sure sidewalks are cleared before students and staff arrive at the buildings. All custodial staff should periodically check sidewalks throughout the day and clear snow and/or ice as needed.

Salary

Facilities staff are paid according to the scale approved by the Independence Board of Education. If district finances allow, employees are advanced one step on the scale at the beginning of the fiscal year (July 1). This movement does not apply to new employees who are hired after April 1. These employees will remain on their step until the following year. A copy of the current scale is located in the “Employment” section of this handbook.

Facilities employees who are scheduled to work at least twenty-five (25) hours a week are paid on an “even pay” basis. This means that their annual salary is divided into twenty-four (24) equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the month in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit. Payday is on the fifth (5th) and twentieth (20th) of the month, or the preceding Friday if these days fall on a weekend.

Recording Work Time

Facilities staff should record their working hours using the district’s electronic timekeeping system. The payroll secretary/supervisor will review your timesheet by verifying the information recorded in the system. The Director of Facilities will approve the timesheet at the end of the pay period.

Overtime

Overtime is paid in accordance with the Fair Labor Standards Act. Time that an employee is required to work beyond forty (40) hours in a seven day period (Monday-Sunday), will be compensated at time and a half (1.5) of the regular hourly rate of pay.

Overtime is paid when your supervisor requests you to do tasks that cannot be completed during the forty (40) hour workweek.

Benefits

Staff who are hired to work a minimum of twenty-five (25) hours a week may participate in the Board of Education paid health, dental, and life insurance programs. They are also eligible for long term disability insurance. Detailed information concerning benefits may be obtained by contacting the Benefits Office (521-5300) at the Board of Education Building. A summary of employee benefits can also be found in the “Benefits” section of this handbook.

Leave Days

Full-time (minimum 37.5 hours per week) twelve (12) month employees accrue thirteen (13) Sick Leave days each year. Three (3) of these may be used as Personal Leave days. Three (3) Bereavement Leave days are available annually. The use of these days is outlined in Board of Education Policy/Regulation 4320.

During the first year of employment, sick leave time shall accumulate at the rate of two (2) days per month until allowable days are accumulated. During the second and subsequent years of employment, annual allowable sick leave days are accumulated immediately upon assuming responsibilities for the school year. Sick leave days not used each year will accumulate for future use. Unused personal days will roll over as sick leave days for the coming year. Bereavement days do not accumulate.

Exceptions to the district's leave policies should be directed to your supervisor to forward to the Human Resources office.

Vacation

Full-time, twelve (12) month employees are entitled to take vacation with pay as accrued each year of employment. Vacation must be taken at a time convenient to the District and must be approved by the immediate supervisor. Further explanation of vacation accrual may be found in Board of Education Regulation 4331.

Confidentiality

Federal and state laws, as well as Board of Education Policy, prohibit staff members from sharing any information about students. Information about students' behavior, medical conditions, and educational progress are confidential and you cannot share anything that you see or hear with others. Please see your school administrator if you have any questions about this.

Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the Spring. Your supervisor and/or the building principal will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with your supervisor. A copy of the evaluation is included in the "Employment" section of this handbook.

Third Party Representation

District employees shall have the right to third party representation when asked to meet with a building level administrator and/or an immediate supervisor when/if a professional improvement plan or job threatening written reprimand is to be discussed. This provision shall not apply if the meeting is the first meeting on a particular issue called by the administrator or supervisor and the only persons in attendance are the employee and the administrator or supervisor. Any subsequent meetings on the same topic, or in which multiple administrators or supervisors are present, or a job threatening professional improvement plan (certificated) or job threatening written reprimand (support staff) is issued shall allow for employee third party representation, if requested by the employee. This representative must either be a district employee or an employee group representative.

Meetings which would allow for a third party representative must be scheduled a minimum of three (3) days in advance, unless this provision is waived by the employee. The representative may confer with the employee but shall not be a spokesperson for the employee.

The building administrator and/or immediate supervisor who initiated the meeting with the employee shall control the meeting agenda. All parties involved in such meetings shall conduct themselves in a professional manner.

The addition of the opportunity for third party representation at the building level does not change an employee's right under current policy to have a third party representation at meetings regarding employment issues with district level administration. This does not include actions that must be taken immediately.

Impact of Changes to the Personnel Records Policy

Changes to Policy and Regulation 4860 shall not be constructed to limit or restrict access to personnel files beyond the access allowed as established by this policy in effect as of May 1, 2012.

Important Policies

It is essential that you understand and follow policies when you work in the Independence School District. These include the Board of Education policies on corporal punishment and sexual harassment and the state mandated Safe Schools Act. Please review these carefully and address any questions to the building administrators. These policies are included in the "Policies" section of this handbook.

The district requires smoke free campuses. Therefore all buildings, grounds and vehicles of the School District are to be smoke free. For the purposes of this policy, smoking will mean the uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco items.

Exit Procedures

In the event an employee exits from the district, the employee will need to submit a resignation letter to Human Resources. The employee will then need to schedule a time to meet with their supervisor to complete Stage 1 of an Exit Form and then call Human Resources to schedule a time to complete Stages 2 and 3. Stage 2 will be completed in Human Resources and Stage 3 will be completed in the Benefits Office.

Emergency Preparedness

Employees should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each classroom and other common areas. These plans will include both fire and tornado routes. Some classrooms will have a red duffle bag containing first aid items. These bags should be taken with you in the case of a drill or real evacuation. In case of an emergency, employees should also note the location of the closest fire alarm activation switch. Each office has a complete Emergency Preparedness Plan notebook that each employee should take time to review.

Door Entry Procedures

The Independence School District has a School Safety regulation that requires all school doors to be locked during the school day. The goal is to ensure the safety of students and staff, while keeping unidentified strangers from gaining access to our schools. For parents, patrons, and other guests who have legitimate business in the schools, we want to be sure this process remains consistent. Staff will make visitors feel as welcome as possible by following the steps below.

- When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, “May I help you?”
- If they are a parent, ask them for their student’s name and ask to see their photo identification.
- If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
- If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
- Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. **Please go the front door and escort them to the main office in order for them to receive a visitor’s pass.** Remind them that they will need to bring their identification the next time they come to school.
- If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
- Once a visitor has reported to the office, please follow the building sign in/sign out procedures:
- (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
- (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
- (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
- (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
- (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids' Safari programs:

- Parents of students enrolled in Early Education and Kids' Safari programs can drop off and pick up their student at designated doors beginning at 6:30am until the start of the school day and then again when school is dismissed until 6:00pm. At the time school begins parents will be required to use the main school doors.
- Staff in Early Education and Kids' Safari programs will be responsible for checking state or federal photo identification and buzzing parents in during the designated times above.

Keep in mind that some visitors will not be aware of these new procedures. Please be professional if visitors voice a concern, take the time to listen to their concern and remind them that we are taking these precautions to provide added security for our students. If you have any questions regarding these procedures, please contact Dennis Green at ext. 10035 or 816-286-3995.

A.L.I.C.E. Intruder/Active Shooter Response

In the Spring of 2014 the Independence School District adopted the A.L.I.C.E. model to an intruder/Active Shooter event. From August of 2014 to the present time, all staff in the Independence School District received training from certified instructors from the Independence Police Department. The intent of the A.L.I.C.E. model and training is to increase the survivability of staff and students should an event occur.

All staff receives annual training in A.L.I.C.E. in compliance with Senate Bill 75. This training is in the form of either a two-hour classroom/scenario training or an electronic refresher course.

Staff are encouraged to recall the training and apply it to their specific building so they will be prepared should an event occur. Staff is also encouraged to discuss the A.L.I.C.E. principles with their students and other staff members to maintain the edge and situational awareness.

Staff is also encouraged to reach out to any of the law enforcement instructors (SROs, Truancy and DARE Officers in the district) should they need assistance in setting up their classroom, encounter an unsafe condition, to practice this model or if they should have any questions regarding an intruder/active shooter event.

WORK & SAFETY INFORMATION

Standards for Clean Classrooms

1. EXCEPTIONAL
 - floor coverings and bright and clean
 - litter containers clean with little waste
 - chalkboards and trays only showing day's use
 - no dust on vertical surfaces
 - furniture clean and orderly
 - glass clean and sparkling
 - GENERAL IMPRESSION IS ONE OF ORDERLY SPOTLESSNESS

2. EXCEEDS STANDARD * *
 - floor coverings clean
 - litter containers clean with little waste
 - chalkboards and trays only showing day's use
 - little dust accumulation
 - furniture orderly
 - glass clean and sparkling
 - GENERAL IMPRESSION IS ONE OF ORDINARY TIDINESS

3. MEETS STANDARDS
 - floor coverings clean
 - litter containers have little waste
 - chalkboards and trays only showing day's use
 - some dust accumulation on others surfaces
 - furniture orderly
 - glass clean and sparkling
 - GENERAL IMPRESSION IS ONE OF CASUAL INATTENTION

4. MARGINAL
 - floor coverings dull
 - litter containers often full or overflowing
 - chalkboards and trays will be dusty and streaked
 - dust accumulation will be evident
 - furniture will be in disarray
 - glass will show some streaks and hand prints
 - GENERAL IMPRESSION IS ONE OF MODERATE DINGINESS

5. UNACCEPTABLE

- floor coverings will be dull and dusty showing spots and marks
- litter containers will be full to overflowing
- chalkboards and trays will be dusty and streaked, dust and dust balls will be evident
- furniture will be dusty, marked and in disarray
- glass will be dirty and hand printed
- GENERAL IMPRESSION IS ONE OF UNKEMPT NEGLECT

NOTES:

- These standards and frequencies of cleaning are based on normal working circumstances. Variables such as inclement weather, special events, staffing shortages, and unusual work loads may impact schedules.

Master Custodial Schedule

Services	Daily	Weekly	Monthly	Annually	As Needed
Trash pick-up	X				
Recycle pick-up	Alternate days				X
Sweep, wet mop, disinfect restroom floors	X				
Clean, disinfect restroom fixtures	X				
Restock restroom supplies	X				
Dust mop all hard surface floors	X				
Vacuum entry mats and carpet in traffic areas	X				
Clean tables, counters, floors, sinks in break rooms	X				
Clean, disinfect drinking fountains	X				
Sweep, clean loading dock areas	X				
Change kitchen or coffee station liners	X				
Sweep, vacuum stairwells	X				
Vacuum traffic areas	X				
Vacuum non-traffic areas	X				
Detail vacuum			X		
Low dusting (Below 5 feet)		X			
High dusting (Above 5 feet)			X		
Wet mop stairs					X
Change trash liners					X
Extraction of all carpet areas				Annually	X

Wet scrub and wax floors				Annually	X
Clean ceiling vents			X		
Clean, dust upholstered furniture				X	
Window blind cleaning			X		
Unlock buildings	X				
Clean entry glass	X				
Litter patrol around building, parking areas	X				
Sweep and clean building entry	X				
Replace light bulbs & tubes					X
Clean fluorescent fixtures and diffusers					X
Respond to emergencies					X
Unplug drains					X
Deliver recycle and garbage barrels					X
Clean spills					X
Inclement weather duty					X
Vandalism, transient debris clean-up					X
Clean gym/multipurpose floor	X				
Restore finish to gym/MP floor					X

Cleaning Equipment and Uses

The need for proper care of equipment cannot be overemphasized. A job can be no better than the person who does it or the equipment used. Equipment that has proper care will stay in use much longer. It will be safer for the operator to use and will enable the custodian to do a better job. After each use, make it a practice to clean equipment and store it properly. Inspect power equipment daily. If equipment needs repairs, contact the building custodian. Ensure that electrical cords and connectors are grounded and in good condition. Any cords that have had the grounding prong removed or broken, or where the cord is frayed, should be immediately taken out of service. Do not use equipment until it has been fully repaired.

Custodians Carts

The custodian's cart is one of the most useful tools in building housekeeping. It is designed to carry all necessary equipment needed by the custodian.

1. Several cleaning tools or products can be readily available by using the 'caddy' with pockets.
2. Keep cart clean, stocked and stored properly.
3. Empty all trash into dumpster each shift.

Mop Bucket and Press

1. Clean after use and store properly.
2. Buckets will last longer if emptied, dried, and turned upside down to store.

Wet Mops

1. Consist of long strands of twisted cotton yarn secured by a band at the top.
2. The most common size mop head is 24 ounces.

Note: Wet mops should be rinsed out well each time they are used, wrung as dry as possible, and then after shaking the strands apart, hung with the head up where they will dry. If stored very long in a damp place, wet mops will mildew and develop an odor that will render them unfit for use.

Dust Mops

1. Consists of twisted cotton yarn strands secured to a band for attaching to the dust mop handle.
2. Available in a variety of sizes and shapes.
3. Most commonly used sizes are 24", 36", and 60" mops.
4. Can be used with cleaning solutions, or treated with oil for dust control.
5. Can be laundered.

Push Brooms and Corn Brooms

1. Made from various materials depending upon the job they are designed for.
2. Used primarily for sweeping sidewalks, entries, and other non-finished surfaces.
3. Will raise a lot of dust into air, unless used with care.
4. Do not use on finished floors.

Vacuum Cleaners

In the matter of dirt removal from the premises, there is no substitute which even approaches the vacuum cleaner for thoroughness. The suction of the vacuum cleaner pulls all loose particles into its flow, including those in corners and around furniture, preventing the gradual accumulation in difficult places. On carpeting it draws the embedded dust out of the pile. Grit left in the carpeting, cuts the pile and hastens the deterioration of the carpeting.

1. The industrial vacuum cleaner performs another function which is almost as necessary and quite as effective as picking up dry accumulations. Most industrial vacuum cleaners are or can be adapted for picking up water and are, therefore, highly efficient for removing scrub water from resilient floors.
2. Vacuum cleaners must be emptied each shift (or otherwise as necessary).
3. Filters are to be cleaned regularly to insure maximum air-flow and to extend the life of the motor.
4. Clean machine exterior also, and store properly.

Floor Machine (Buffer)

The floor machine is an indispensable machine for maintaining resilient floors. It can also be used for spot-cleaning carpets when equipped with solution tank and shampoo brush.

1. 20" machines are most commonly used for polishing, scrubbing, and stripping resilient floors.

Carpet Extractors

Carpet Extractors provide the most efficient method of cleaning carpets. Most are designed to inject a solution of water (under pressure) into the carpet. Pump sprayers should be used to apply detergents to carpet. This will prevent the solution jets from clogging on the extractor. This solution is then agitated by a powered brush and the soiled solution is then extracted by means of a powerful vacuum, removing soils and most of the moisture. The use of fans after a carpet has been cleaned will help speed the drying process and help prevent the growth of mildew.

1. Individuals can be easily trained to operate these machines.
2. Removes more soil than any other practical system.
3. Leaves carpets damp/dry if equipment is used properly.

Cleaning Procedures

This section discusses cleaning procedures by function. It provides information on daily, weekly and other cleaning procedures in these areas:

1. Entrances, Lobbies, and Corridors.
2. Classrooms and laboratories.
3. Offices, lounges, and conference rooms.
4. Restrooms, Locker rooms, Showers and Dressing Areas.
5. Cafeterias and lunch areas.
6. Shops and other service areas.
7. Gyms and multipurpose rooms.

Corridor/Entrance/Lobbies Cleaning Duties-Daily

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying and help prevent mildew.

Daily:

- Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Remove marks from walls and lockers.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (*see following procedures*)
- Clean entrance door glass.
- Replace burned out lights
- Clean hand rails

Weekly:

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')
- Washes trash receptacles in corridor lockers

As Needed:

- Buffs and refinish floors

Classrooms and Laboratories

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. Due to the many different types of furniture and equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a custodian with a willingness to work, a custodian who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and

underneath. Tables and desks must be wiped off with disinfectant. The custodian cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage.

Daily:

- Empties wastebaskets and pencil sharpeners
- Cleans restrooms (if applicable, using restroom procedures)
- Dust window ledges, bookcases, and chalk trays
- Refills dispensers (if applicable)
- Replaces all burned out light bulbs or tubes
- Dust mop tile floors or vacuums all carpeted areas
- Spot mop if needed
- Sets blinds or curtains and closes windows
- Clean classroom door glass

Weekly:

- Cleans blackboards and erasers
- Dusts blinds and light fixtures
- Cleans all furniture and equipment
- Dusts high and low corners for cobwebs
- Wet mops if needed

As Needed:

- Dusts transom ledge and washes transom glass
- Light scrubbing and waxing
- Edges all carpet
- Buffs floor
- Washes out all wastebaskets

Office, Lounge and Conference Rooms

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Daily:

- Empties all wastebaskets
- Dusts all furniture, window ledges, counters and bookcases
- Cleans glass on desks, doors, office windows, and transoms
- Sweeps all floors

Weekly:

- Dust light fixtures, blinds

As Needed:

- Light scrub and re-wax floors

Restrooms, Locker Rooms and Showers

Daily:

- Empties all trash containers and sanitary napkin receptacles
- Fill all dispensers (towel, tissue, soap and napkins)
- Sweep floors
- Clean mirrors, walls, stalls, shelves, and doors
- Cleans and disinfects urinals and stools
- Cleans and sanitizes all sinks, piping and partitions
- Cleans and disinfects all stool lids, top and bottom, and leaves up to dry
- Replaces all lights that are burned out
- Mops all floors
- Dusts top of lockers, window ledges, and stalls
- In case of damage or vandalism, cleans the restroom and locks the door, reports any damage to the Head Custodian. The Head Custodian will unlock the restroom when the problem is resolved.

Weekly:

- Dusts light fixtures, vents, stalls and walls
- Washes partitions with a disinfectant cleaner
- Washes all wastebaskets and sanitary napkin receptacles
- Dusts corners for cobwebs

As Needed:

- Light scrub and re-wax floors

Cafeterias and Lunch Areas

Daily:

- Clean table tops with disinfectant.
- Empty waste receptacles and replace liners.
- Dust mop and wet mop tiled areas.
- Vacuum carpeted areas and mats, remove gum and soil spots.
- Disinfect drinking fountains.
- Wash trash cans/barrels.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (low dusting, below 5 feet)
- Restore floor finish on non-carpet floors.

Twice Monthly:

High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces. (high dusting, above 5 feet)

Monthly:

Thoroughly clean furniture.

Shop Areas

Daily:

Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors.

Twice Monthly:

Dust sills and ledges; spot - clean walls

Monthly:

Mop floors with detergent solution and buff floors coated with floor finish or wax.

Gyms and Multipurpose Rooms

Daily:

- Sweeps floors
- Cleans and sanitizes drinking fountains
- Dust bleachers, cleans behind bleachers
- Cleans door glass
- Spot mop as needed

Auditorium Cleaning Duties

Daily

- Empties all trash containers
- Cleans carpet
- Spot mops where needed
- Sweeps floors as needed (under seats also)
- Cleans steps and dust ledges

General Duties-

- Set ups before and after special events, e.g. basketball, volleyball, banquets, PTA meetings, staff meetings, etc.
- Snow removal, lawn care
- Assembles furniture
- Unloads school supplies from delivery trucks
- Secures building
- Reports problems to head custodian or supervisor
- Other duties as assigned

Inventory and Maintenance of Supplies

- Have knowledge of supplies stored in custodial closet
- Maintains adequate amount of supplies in custodial closet
- Organizes and keeps custodial closet clean
- Maintains proper working condition of mops and mop bucket, wringer, dust mops and trash containers

Summer Cleaning-

- Duties as assigned by the Head Custodian, Facilities Department supervisors or Principal
- Summer duties as assigned

General-

- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls

Methods and Procedures

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan
- Gum remover
- Protective glasses and gloves

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water, therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.

4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

Chalkboards and Marker Boards

Be sure to check for information to remain on the board before cleaning. A few words on the care of chalkboards may be helpful.

1. Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
2. Water is not recommended for most chalkboards as the water plus chalk equals glue and will fill the chalkboard pores, giving a poor writing surface.
3. Some of the newer boards require washing as they are not designed for chalk. If you are not sure, check with your supervisor.

4. An eraser and treated dusting cloth can be used to remove the fine chalk dust if necessary.
5. On occasion, as assigned, fine cleanser can be used carefully on some chalkboards to restore “bite”.

6. The chalk tray can be damp wiped at this time or vacuumed out later while vacuuming carpet. Vacuum erasers, if needed.
7. Use only solutions recommended by the manufacturer when cleaning “Dry Erase Marker Boards”.

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5’ will receive a thorough dusting weekly.

Horizontal surfaces greater than 5’ will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Classroom Sinks and Counters

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.

6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

Note: Remove lunch trash immediately following lunch. Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacuuming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended. Before leaving the room, visually check to make sure all the following duties are completed:
 - Windows are locked.
 - All items are in appropriate place.
 - Room looks clean and - is clean!
 - Lights are turned off.
 - Door is locked.

Restroom Cleaning

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted.

Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
7. Clean the surface of the dispenser as above.

8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.
11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution or johnny mop with germicidal/disinfectant solution in pail and spray/wipe sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime de-scaler on counter tops.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves at all times. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (johnny mop) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals). Johnny mop with germicidal/disinfectant solution in pail is also acceptable.
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Additional Notes

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

Note: Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Shower Rooms, Locker Rooms and Dressing Rooms

Trash

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.
3. Spray or wipe containers with germicide/disinfectant solution. Wipe dry with clean cloth or paper towel.

Benches Furniture and Lockers

1. Spray or wipe (with cloth) with germicide/disinfectant solution and scrub or wipe dry with clean cloth.
2. Spot clean walls and lights as needed (as above). Replace burned out lights.
3. Replenish paper towels, soap, etc. Clean dispensers and lock.

Showers

1. Wipe down walls with germicide/disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls a few minutes to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.
4. Clean hair, etc. from shower drain.

Floor Surfaces

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
3. Lightly flood floors with germicide/detergent solution and warm water.
4. Let stand 3 minutes or more for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

Note: Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

Vomit Cleanup

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.

3. Clean all equipment and store properly.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring), therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary. Auto scrubbing the floor is also acceptable to accomplish the same task.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.
8. Burnish as needed.

Wood Floors

Follow manufacturer's instructions.

Daily:

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Dust mop floor with a clean and properly treated mop.
4. Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
5. For normal soil removal, damp mop floor with a recommended cleaner or detergent.
6. Remove rubber burns and floor marks with a cloth, a tennis ball on a mop handle, or by rubbing marks with your shoe. Light scrubbing with a mildly abrasive sponge and cleaner may be necessary for stubborn floor marks.

Weekly:

1. Auto scrub floors to remove all soil and debris build up. Pay close attention not to leave standing water on floor.

Annually:

1. For lightly worn floors, a light “screening” may be required and one coat of floor finish. Consult manufacturer for approved finishes.
2. For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
3. Don’t allow water or liquids to stand on floor.
4. Most manufacturers recommend maintaining relative humidity between 35-50% year round.

Floors

WOOD: Follow manufacturer’s instructions.

TILE/SHEET VINYL: Follow manufacturer’s instructions. Two coats of sealer and 5 coats of wax on a stripped floor. Four coats of wax on a soap scrubbed floor. Burnish all floors before replacing furniture.

CARPET: Follow manufacturer’s instructions.

RUBBER: Follow manufacturer’s instructions.

TABLES: Use disinfectant and follow directions when cleaning tables and desks. This is a daily task with high priority.

Grounds

It is a daily duty to do the following:

1. Remove ice and snow from required areas immediately. Sand and ice melt should be applied to prevent injury.
2. Remove paper, cans, and trash from the grounds.
3. Keep the playground equipment in safe condition. Any hazard to the children should be repaired or reported immediately.

Lights

Custodians are responsible for proper lighting in the schools. This responsibility includes the following:

1. Replace burned out bulbs and tubes by using standardized energy efficient lights prescribed by the district.
2. Turn lights off in unoccupied rooms.
3. Turn out all lights, except for security lights and check that outside lights are on before leaving the school at night.
4. Check the lighting control time clocks “weekly” for proper operation.
5. Know the location of all light switches, fuse boxes, and breaker boxes.
6. Clean fixtures and lens annually.
7. Replace burned out light bulbs and tubes with new bulbs of the same size (wattage).
8. Be sure your non-conductive (wooden or fiberglass) ladder is of the proper height and is safe.
9. Handle fixtures properly to avoid shocks or cuts.

Note:

Code requires that exit and emergency lights be lit at all times, day or night. Change both tubes on fluorescent fixtures-never only one. This will increase the life of the ballast, give better light, and reduce the frequency of tube changes.

Safety Recommendations

Never leave a slick spot or any foreign material on the floor that may be hazardous to the occupants of the building. Always put out safety precaution signs where a floor may be wet from mopping or leaking water.

Rolling Personnel Lifts

1. Do not move lift with workers on the platform.
2. Remove or make certain material or equipment will not fall from platform.
3. Watch for holes or floor debris when moving the platform.
4. Never climb aboard with oily hands or shoes.
5. Never use ladders or makeshift devices on top of lift to increase height.
6. Inspect machine frequently for defects.
7. If equipped with outrigger, make sure they are extended before extending lift.
8. Barricade a safety zone around the machine when others are in the area.
9. Use extra care when rolling on inclines or ramps.
10. Never conduct a lift except on level, even terrain.
11. Follow operating instructions and use necessary safety precautions as directed by the lift operation manual.

Chemical and Cleaning Solutions

Most chemicals used by the school district come in a highly concentrated form and must be diluted before use. Some are in dispensing systems that dilute automatically. Always read the instructions and the material safety data sheets for each product. The following safety rules are for your protection; however, they will not be of any help if you don't use them (***Only dilute with water***).

1. Ensure that Material Safety Data Sheets (MSDS) are accessible and that all maintenance and custodial personnel as well as administration are aware of their location. Periodically review your MSDS sheets to ensure that they are current and reference chemicals that are currently in use. ***KNOW THE PROPER FIRST AID PROCEDURES FOR ALL CHEMICALS USED IN THE SCHOOL THAT HAVE THE ABILITY TO CAUSE HARM TO BUILDING OCCUPANTS AND WORKERS.***
2. Know what you are using. Do not use chemicals from unmarked bottles or containers.
3. Always read the label and follow the instructions.
4. Measure all chemicals. If the directions say to use four (4) ounces in one (1) gallon of water, measure the water and the chemical correctly. A weak solution may not provide the proper cleaning power. A solution that is too strong will not only waste supplies, but will damage the surface on which you use it. It may also have the potential to cause injury to yourself or others.
5. Do not substitute chemicals. Many chemicals are made only for specific jobs.

6. **Never mix chemicals.** You can easily destroy a chemical's usefulness or possibly create a poisonous gas or solution by mixing it with other chemicals.
7. Do not get in the habit of smelling chemicals as a means of identification. A deep breath of the fumes from some chemicals can and will injure you.
8. Protect yourself with the appropriate personal protection, i.e., safety glasses, rubber gloves, or protective clothing, if the solution you are using is a strong acid or alkali.
9. Always secure bottle caps and lids before the container leaves your hands.
10. Do not store harsh or liquid chemicals on overhead shelves.
11. Do not store heavy containers on overhead shelves.
12. Use proper ventilation at all times.
13. Store all flammable products in flammable, ventilated cabinets.

Note: Do not bring chemicals from home and do not purchase chemicals from any place other than vendors prescribed by the district.

Procedure for Cleaning Blood or Body Fluids

Precautions

Infections can be present in body fluids or blood of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/body fluids. The procedures to be used are as follows:

1. Cover fluids with absorbent floor sweep material to keep them from spreading
2. Wear disposable vinyl gloves. Disposable vinyl gloves should be disposed of in an impervious plastic bag
3. Disposable towels or tissues should be used for clean-up and should be disposed of in an impervious plastic bag
4. All surfaces which have been in contact with body fluids should be cleaned with a 10% chlorine bleach to 90% water solution (e.g., 1 cup bleach to 9 cups of water). This solution should not be mixed in advance. It should be made fresh for each clean up.
5. If the person doing the cleaning has any open skin sores, they should take precautions to avoid direct contact of their sores to the body fluids. Disposable vinyl gloves or equivalent should be worn.
6. Good hand washing after exposure to any body fluid should consist of thorough use of soap and water for at least 10-15 seconds.
7. Each school should have a clean-up kit. This kit should consist of the following supplies, which should be in each school
 - Absorbent floor sweep
 - Disposable vinyl gloves
 - Plastic bags
 - Disposable towels or tissues
 - One copy of Clean Body Fluids Procedure
 - One copy of Glove Use Procedures

These supplies should be kept together in a central location under control of the building administrator. Additional supplies may be ordered from the Facilities Office. These supplies must be available at all times.

***CAUTION:** The diluted bleach solution should not be used for any other purpose than the cleanup described above. Mixing bleach with other chemicals can produce a toxic gas. If other EPA approved disinfectants are used, they must be used according to the manufacturer's directions.*

Glove Use Procedures

For Cleaning of Blood and Body Fluids

PURPOSE: To prevent transmission of infections between clients and staff by limiting direct contact with clients' body secretions

RATIONALE: The increased incidence of Hepatitis B virus infection and HIV/AIDS in the population at large, dictates the need for high-risk populations to practice careful protective procedures. A significant percentage of persons infected are unidentified and, therefore, a potential risk to any care giver. The use of gloves by care givers is a protection for the client also.

RECOMMENDED GLOVE USE:

Gloves should be worn under the following circumstances:

- Any procedure that requires the handling of blood or other body secretion(s) eg., stool, urine, vomitus
- When handling equipment that has been contaminated (soiled) by a blood product or other body secretion
- When handling any dressing or material that contains any type of body secretions. This would include, but is not limited to, finger sticks, injections, suctioning (oral or wound), dressing changes of draining wounds, washing equipment that has been soiled with body secretions, or cleaning blood spills

REMEMBER:

- Wear disposable vinyl gloves on both hands for all procedures
- Thorough hand washing must be done before gloving and following removal of the gloves. Gloves should not be washed and reused.
- No client should be discriminated against, therefore gloves should be worn for ALL clients having procedures performed that involve blood or body secretions
- Disposable vinyl gloves will be stocked and are to be used by anyone working with body fluids or clean up of such fluids, due to the possibility of known or unknown allergies to latex rubber gloves

EMPLOYMENT

INDEPENDENCE SCHOOL DISTRICT
Job Description

District Preventative Maintenance

Qualifications:

- Minimum requirement is a High School Diploma or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Valid Driver's license
- Ability to lift at least 50 pounds unassisted
- Repair and maintenance knowledge in commercial kitchen equipment
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to withstand a variety of temperature ranges and weather conditions
- Able to read and write English and calculate simple mathematics
- Operate a computer terminal and willing to learn new technology
- Experienced record-keeping techniques
- Neat and clean in appearance
- Training and/or experience in skilled or semi-skilled tasks such as carpentry, electrical, pipefitting, and plumbing, preferred
- May require certification in backflows or asbestos removal

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

Under general direction, install, repair and maintain Nutrition Services equipment and appliances at the Nutrition Center kitchens and Nutrition Service Central Warehouse

Performance Responsibilities:

- Diagnose, inspect, service, and make repairs to commercial kitchen appliances
- Install and make repairs to garbage disposals, faucets, filters, adjust air gaps, floor drains, weld sinks, and perform related plumbing

- Inspect, service, and maintain oven blower motors, replacement of circuit boards and heating elements. Install new and used stack (top and bottom) units, gas line and electrical connections and perform oven temperature calibrations
- Inspect and repair to appliances, hotboxes, can openers and serving carts
- Inspect and repair milk coolers, reach in-refrigeration, walk-in units and ice machines
- Prepare schedules for cleaning and preventive maintenance duties performed on a regular basis and order necessary supplies
- Estimate time and material costs to complete assigned tasks
- Work with vendors to perform service contract and warranty work
- Maintain, service, and repair records by time, date, location, and activity
- Operate and maintain power and hand tools.
- Prepare reports independently in a complete and timely manner
- Effectively communicate and maintain cooperative relationships with those contacted in the course of work
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Perform other related duties as assigned.

Terms of Employment:

District Preventative Maintenance staff will be employed for twelve-month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.

- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT
Job Description

Assistant Head Custodian

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Ability to lift 50 lbs.
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to stand for extended periods of time
- Ability to use a “back pack” vacuum cleaner (weighing approximately 10 lbs)
- Basic computer skills, preferred

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee
Facilities Supervisor
Head Custodian
Principal

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Assumes the head custodian responsibilities and duties in the absence of the head custodian
- Checks the building to make sure that HVAC system, alarm system, etc. is in working condition
- Checks for any vandalism inside and outside
- Cleans assigned areas
- Checks on work requests made by the Night Custodian and enters work orders
- Sets up cafeteria for breakfast, (if applicable)
- Lawn care and snow removal, as needed
- Sweeps corridors, washes windows, and makes repairs as needed
- Spot cleans walls as needed
- Checks all restrooms, fills dispensers, empties trash, and spot cleans morning and afternoon
- Keeps boiler room clean
- Reports building emergencies to appropriate supervisors and monitors situation, as directed
- Maintains supply inventory and checks in deliveries
- Sets up and takes down for special events, as directed
- Coordinates and assigns custodial duties to staff
- Buffs halls

- Cleans all glass in entry doors, bulletin boards, and glass doors in hallways
- Inspects parking lots and grounds a minimum of three (3) times per week for cleanliness and security
- Cleans up equipment and leaves instructions for Night Custodian, if needed
- Conducts maintenance and minimal repairs
- Helps prepare and revise work schedules for the building
- Assembles furniture and moves furniture
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned
- Summer duties as assigned

Terms of Employment:

Assistant Head Custodian will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Custodian Evaluation.

INDEPENDENCE SCHOOL DISTRICT
Job Description

Director of Facilities

Qualifications:

- Bachelor's degree, preferred
- Training and/or experience in maintenance, grounds keeping, technology, construction, skilled trades, or areas related to position, required
- Minimum of five (5) years experience as a manager/supervisor, required

Fair Labor Standards Act Status: Exempt

Reports To:

Deputy Superintendent Finance/Support Services or other person as designated by the Board of Education

Supervises:

All Facilities Staff Members

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the District
- Establishes appropriate maintenance, grounds keeping, security, and custodial requirements for each school building and installation
- Directs the maintenance of all buildings and grounds as to cleanliness and safety
- Ensures that standards consistent with all applicable laws are maintained at a minimum
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work
- Recommends for purchase necessary equipment and supplies
- Receives, stores, and issues all maintenance and grounds materials, supplies, and equipment
- Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained
- Conducts periodic inspection of all school facilities to ensure fire safety
- Organizes and implements a program of preventive maintenance
- Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate
- Works with individual building principals in establishing emergency evacuation procedures for each school room and office
- Prepares and administers the budget for maintenance, grounds, security, and custodial supplies and equipment
- Maintains such personnel, insurance, and other records for areas of concern as are necessary

- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments
- Supervises and approves payment of all outside contractors performing work for the district
- Makes recommendations for the determination of rent-or-buy decisions and optimal timing of replacements for vehicles and equipment assigned to the department
- Maintains a coordinated inventory control program for all areas of the department
- Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of property services personnel
- Makes recommendations for the assignment of and termination of employment of all personnel encompassed within his or her area of operations
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel
- Conducts a continuing program of staff training and personnel development
- Coordinates vacation schedules for departmental personnel
- Supervises the firing of pressure boilers and implements the firing operation in order to provide the necessary heat and hot water according to season, temperature, and demand
- Oversees the repair, lubrication, and cleaning of boiler equipment
- Monitors fuel oil deliveries
- Oversees the operation of the air-conditioning plant and emergency generator
- Works cooperatively with the Director of Transportation in establishing requirements and schedules for plowing operations
- Works cooperatively with the Director of Transportation in ensuring that all district vehicles used for plowing parking lots are in operating condition
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities
- Participates in the process of site selection and acquisition and the development of architectural plans
- Conducts a continuing analysis of systems and procedures
- Conducts a comprehensive and detailed cost analysis program of departmental contracts
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned by the Superintendent

Terms of Employment:

The Director of Facilities will be employed for a twelve-month position. The salary and work year will be established by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The

employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Facilities Supervisor

Qualifications:

- Five (5) years of supervisory experience, preferred
- Minimum requirement is a high school diploma or equivalent
- Custodial experience, preferred

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities/Designee

Supervises:

Custodial Supervisor
All Custodial Staff Members

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Conducts initial screenings and oral interviews with building principals for custodial employment
- Supervises maintenance of all buildings and grounds as to cleanliness and safety
- Makes recommendations for the assignment of and termination of employment for all personnel encompassed within his or her area of operations
- Inspects all district owned property on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained
- Works directly with the Director of Facilities in maintaining and purchasing custodial supplies and equipment
- Makes recommendations for the employment and termination of custodial staff
- Assists Director of Facilities in assigning work orders and supervising the custodial staff
- Works with the Director of Facilities to provide professional development and open communication with the custodial staff
- Responds to the immediate needs and requests of the Director of Facilities and building administrators
- Monitors building use form requests and assists in district-wide set up for events
- Coordinates, schedules, and provides coverage of substitute custodians
- Conducts the written evaluations of the custodial staff with the building administrator
- Position requires being “on-call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Other duties as assigned by the Director of Facilities and/or Superintendent.

Terms of Employment:

The Facilities Supervisor will be employed for 2 years. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT
Job Description

Grounds/Maintenance

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in grounds keeping, sports fields, landscaping, and maintenance, preferred
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Performs mowing, seeding, and fertilizing of district grounds
- Transplants, trims, and cares for shrubbery at district sites
- Removes snow and ice on sidewalks and asphalt within the district
- Installs and repairs playground equipment
- Maintains and repairs all equipment used in the care of grounds and/or plants
- Delivers school supplies or equipment to district sites as needed
- Keeps warehouse/garage area clean and in safe condition
- Repairs and/or replaces boilers, radiators, pumps, and related ventilation equipment as needed within district locations
- Repairs electric lighting systems, bells, clocks, and intercommunication systems within the district
- Repairs and/or replaces sewers, toilets, water fountains, water pipes, water tanks, bathroom furnishings, fire plugs, fire hoses, sprinkler systems, and fire escapes
- Checks HVAC conditions by computer via the Automated Logic System that is installed at various district sites, as well as the Facilities Office
- Repairs or installs concrete sidewalks or pads as needed
- Repairs or replaces miscellaneous non-instructional or instructional equipment as needed to maintain safety and security at district locations
- Position requires being “on-call” during weekends, nights, and holidays for emergency repairs and alarm calls

- Acts as the lead person for the Grounds/Maintenance crew, as required
- Other duties as assigned

Terms of Employment:

Grounds/Maintenance position(s) will be employed for twelve month position(s). The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

INDEPENDENCE SCHOOL DISTRICT Job Description

Head Custodian

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Ability to lift 50 lbs.
- Ability to stand for extended periods of time
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to use a “back pack” vacuum cleaner (weighing approximately 10 lbs)
- Basic computer skills, preferred
- Experience or training in the supervision of custodial staff, preferred

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee
Facilities Supervisor and Custodial Supervisor
Principal

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Checks the building to make sure that HVAC system, alarm system, etc, is in working condition
- Checks for any vandalism inside and outside
- Cleans assigned areas
- Checks on work requests made by the Night Custodian and enters work orders
- Sets up cafeteria for breakfast, (if applicable)
- Lawn care and snow removal, as needed
- Sweeps corridors, washes windows, and makes repairs as needed
- Spot cleans walls as needed
- Checks all restrooms, fills dispensers, empties trash, and spot cleans morning and afternoon
- Keeps boiler room clean
- Reports building emergencies to appropriate supervisors and monitors situation, as directed
- Maintains supply inventory and checks in deliveries
- Sets up and takes down for special events, as directed
- Coordinates and assigns custodial duties to staff
- Buffs halls
- Cleans all glass in entry doors, bulletin boards, and glass doors in hallways
- Inspects parking lots and grounds a minimum of three (3) times per week for cleanliness and security

- Cleans up equipment and leaves instructions for Night Custodian, if needed
- Conducts maintenance and minimal repairs
- Helps prepare and revise work schedules for the building
- Assembles furniture and moves furniture
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned
- Summer duties as assigned

Terms of Employment:

Head Custodians will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Head Custodian Evaluation.

INDEPENDENCE SCHOOL DISTRICT
Job Description

Lead Groundsman

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in grounds keeping, sports fields, and landscaping, required
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to schedule mowing, fertilizing, verticutting, and fungus control for all district properties, preferred
- Ability to schedule irrigation controls and knowledge of how long to utilize, preferred

Fair Labor Standards Act Status: Exempt

Reports To:

Facilities Supervisor- Maintenance Operations

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Assign work for all grounds personnel
- Oversee work performed by grounds personnel
- Mows, seeds, and fertilizes the grounds at district locations
- Transplants, trims, and cares for shrubbery at district locations
- Coordinates and removes snow and ice on sidewalks and asphalt within the district
- Installs and repairs playground equipment
- Maintains and repairs all equipment used in the care of the district grounds and/or plants
- Delivers school supplies or equipment to district sites as needed
- Keeps the warehouse/garage area clean and in safe operating condition
- Constructs, forms, and pours concrete for sidewalks or repairs
- Assists the maintenance staff as needed
- Position requires being “on-call” during evenings, weekends, and holidays for any emergencies
- Other duties as assigned

Terms of Employment:

This is a 12 month position, the salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works outdoors with significant temperature variations with exposure to hot and cold environments and potential risk to injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds or more.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT Job Description

Maintenance

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in skilled or semi-skilled tasks such as carpentry, electrical, pipefitting, and plumbing, preferred
- May require certification in backflows or asbestos removal
- Ability to lift 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Repairs and/or replaces boilers, radiators, pumps, and related ventilation equipment as needed at district locations
- Repairs lighting systems, bells, clocks and intercommunications systems within the district
- Repairs and/or replaces sewers, toilets, water fountains, water pipes, water tanks, bathroom furnishings, fire plugs, fire hoses, sprinkler systems, and fire escapes
- Checks HVAC conditions by computer via Automated Logic System that is installed at various district sites, as well as the Facilities Office
- Position requires being “on call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Repairs or installs concrete sidewalks and pads as needed
- Repairs or replaces miscellaneous non-instructional and instructional equipment as needed to maintain safety and security at district locations
- Removes snow and ice on sidewalks and asphalt on district property
- Maintains machines and equipment used in the job performance
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned

Terms of Employment:

Maintenance staff will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT Job Description

Maintenance- Lead

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in skilled or semi-skilled tasks such as carpentry, electrical, pipefitting, HVAC, and plumbing, preferred
- NATE Certification preferred
- EPA Universal Certification preferred
- Commercial experience preferred
- May require certification in backflows or asbestos removal
- Ability to lift 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Assign work for other maintenance personnel
- Oversee work performed by maintenance personnel
- Repairs and/or replaces boilers, radiators, pumps, and related ventilation equipment as needed at district locations
- Repairs lighting systems, bells, clocks and intercommunications systems within the district
- Repairs and/or replaces sewers, toilets, water fountains, water pipes, water tanks, bathroom furnishings, fire plugs, fire hoses, sprinkler systems, and fire escapes
- Checks HVAC conditions by computer via Automated Logic System that is installed at various district sites, as well as the Facilities Office
- Position requires being “on call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Repairs or installs concrete sidewalks and pads as needed
- Repairs or replaces miscellaneous non-instructional and instructional equipment as needed to maintain safety and security at district locations
- Removes snow and ice on sidewalks and asphalt on district property
- Maintains machines and equipment used in the job performance

- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned

Terms of Employment:

Maintenance staff will be employed for twelve-month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

INDEPENDENCE SCHOOL DISTRICT Job Description

Facilities Maintenance Supervisor

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in skilled or semi-skilled tasks such as carpentry, electrical, pipefitting, and plumbing, preferred
- May require certification in backflows or asbestos removal
- Ability to lift 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Makes recommendations for the assignment of and termination of employment for all personnel encompassed within his or her area of operations
- Responds to the immediate needs and requests of the Director of Facilities and building administrators.
- Enters the HVAC schedules into computer for all locations
- Works with contractor on related projects
- Responsible for Energy management
- Attends construction meeting in directors absence
- Repairs and/or replaces boilers, radiators, pumps, and related ventilation equipment as needed at district locations
- Repairs lighting systems, bells, clocks and intercommunications systems within the district
- Repairs and/or replaces sewers, toilets, water fountains, water pipes, water tanks, bathroom furnishings, fire plugs, fire hoses, sprinkler systems, and fire escapes
- Checks HVAC conditions by computer via Automated Logic System that is installed at various district sites, as well as the Facilities Office
- Position requires being “on call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Repairs or installs concrete sidewalks and pads as needed
- Repairs or replaces miscellaneous non-instructional and instructional equipment as needed to maintain safety and security at district locations

- Removes snow and ice on sidewalks and asphalt on district property
- Maintains machines and equipment used in the job performance
- Other duties as assigned

Terms of Employment:

Maintenance staff will be employed for 12-month year. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Night / Sub / Part-Time Custodian

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Ability to lift 50 lbs.
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to stand for extended periods of time
- Ability to use a “back pack” vacuum cleaner (weighing approximately 10 lbs)

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Head Custodian

Principal

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

Classroom Cleaning Duties-

Daily

- Empties wastebaskets and pencil sharpeners
- Sanitizes sink and drinking fountain (if applicable)
- Cleans restrooms (if applicable, using restroom procedures)
- Dusts window ledges, bookcases, and chalk trays
- Refills dispensers (if applicable)
- Replaces all burned out light bulbs or tubes
- Dust mops tile floors or vacuums all carpeted areas
- Spot mops if needed
- Sets blinds or curtains and closes windows
- Cleans classroom door glass

Weekly

- Cleans blackboards, erasers and dry board
- Dusts blinds and light fixtures
- Cleans all furniture and equipment
- Dusts high and low corners for cobwebs

- Wet mops if needed
- Inspects parking lots and grounds at least three (3) times per week for cleanliness and security

As Needed

- Dusts transom ledge and washes transom glass
- Light scrubbing and waxing
- Washes windows
- Edges all carpet
- Buffs floor
- Washes out all wastebaskets

Corridor/Entrance/Lobbies Cleaning Duties

Daily

- Sweeps corridors adjacent to classrooms
- Empties wastebaskets in corridor lockers
- Removes marks from walls and lockers
- Sanitizes drinking fountains, including wall area around fountains
- Vacuums carpet and entry mats
- Washes entry door glass
- Spot mops
- Replaces burned out lights
- Cleans hand rails

Weekly-

- Washes trash receptacles in corridor lockers
- High and low dusting
- Wet mops

As Needed-

- Buffs and refinishes floors

Restroom/Locker Room Cleaning Duties

Daily

- Empties all trash containers and sanitary napkin receptacles
- Fills all dispensers (towel, tissue, soap, and napkins)
- Sweeps floors
- Cleans mirrors, walls, stalls, shelves, and doors
- Cleans and disinfects urinals and stools
- Cleans and sanitizes all sinks and piping
- Cleans and disinfects all stool lids, top and bottom, and leaves up to dry
- Replaces all lights that are burned out
- Mops all floors
- Dusts top of lockers, window ledges, and stalls
- Cleans and sanitizes shower piping and soap dish

- In case of damage or vandalism, cleans the restroom and locks the door, reports any damage to the Head Custodian. The Head Custodian will unlock the restroom when the problem is resolved

Weekly-

- Dusts light fixtures, vents, stalls, and walls
- Washes partitions with a disinfectant cleaner
- Washes all wastebaskets and sanitary napkin receptacles
- Dusts corners for cobwebs

As Needed-

- Strips and refinishes floor

Office/Teacher Work Room Cleaning Duties

Daily

- Empties all wastebaskets
- Dusts all furniture, window ledges, counters, and bookcases
- Cleans glass on desks, doors, office windows, and transoms
- Cleans and sanitizes restrooms (using restroom procedures)
- Sweeps all floors

Weekly-

- Dusts light fixtures, blinds
- Wet mops

As Needed-

- Light scrub and re-wax floors

Gymnasium/All Purpose Room Cleaning Duties

Daily

- Sweeps floor
- Cleans and sanitizes drinking fountains
- Dusts bleachers, cleans behind bleachers
- Cleans door glass
- Spot mops as needed

Auditorium Cleaning Duties

Daily

- Empties all trash containers
- Cleans carpet
- Spot mops where needed
- Sweeps floors as needed (under seats also)
- Cleans steps and dust ledges

General Duties-

- Sets up before and after special events, e.g., basketball, volleyball, banquets, PTA meetings, staff meetings, etc.

- Snow removal, lawn care
- Assembles furniture
- Unloads school supplies from delivery trucks
- Secures building
- Reports problems to Head Custodian or supervisor
- Other duties as assigned

Inventory and Maintenance of Supplies

- Have knowledge of supplies stored in custodial closet
- Maintains adequate amount of supplies in custodial closet
- Organizes and keeps custodial closet clean
- Maintains proper working condition of mops and mop bucket, wringer, dust mops, and trash containers

Summer Cleaning-

- Duties as assigned by the Head Custodian, Facilities Department supervisors, or Principal
- Summer duties as assigned

General

- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls

Terms of Employment:

Night Custodians will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Custodian Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Nutrition Services / Custodian

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Have a valid Food Handler's Permit
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to use a "back pack" vacuum cleaner (weighing approximately 10 lbs)

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities and/or Designee
Director of Nutrition Services and/or Designee
Principal

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Opens the building and disarms the alarm system
- Checks the building for any problems with the HVAC system, any vandalism (inside and outside, etc)
- Cleans assigned area
- Puts up the flag (weather permitting)
- Sets up cafeteria for breakfast
- Performs lawn care, snow removal, and/or opening polling locations as needed. This may require earlier reporting time.
- Cleans cafeteria after breakfast and resets for PE classes (if applicable)
- Sweeps corridors, washes windows, and makes repairs as needed
- Checks restrooms, fills dispensers, empties trash, and twice per day spot cleans as needed
- Resets cafeteria for lunch
- Sweeps, mops, and resets cafeteria for PE classes (if applicable)
- Sanitizes the lunch tables
- Follows standards of cleanliness, health, and safety in the cafeteria
- Uses equipment and supplies as directed by the Cafeteria Manager
- Participates in the daily cleaning of kitchen and dining room equipment, and washes and sterilizes all dishes, silverware, and utensils

- Completes 4 hours of annual continuing education – Nutrition Services
- Completes reports and other paperwork as needed
- Sweeps and mops kitchen floor
- Reports building emergencies to appropriate supervisors and monitors situation as directed
- Keeps the boiler room clean
- Sets up for any special events as directed by the principal
- Buffs halls
- Cleans all glass in entry doors, bulletin boards, and hallway
- Makes sure the entry area is clean at all times
- Requires being “on call” during weekends, nights and holidays for emergency repairs and alarm calls
- Other duties as assigned

Summer Duties –

- Deep cleans all rooms and halls
- Strips or scrubs all floors and refinishes as directed by Facilities Supervisor
- Cleans all carpets
- Deep cleans all restrooms, strips or scrubs, and refinishes floors
- Other duties as assigned

Terms of Employment:

Nutrition Services/Custodians will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Custodian Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT Job Description

Purchasing Supervisor

Qualifications:

- Minimum requirement is a high school diploma or equivalent, Associate or Bachelor's Degree in business or accounting preferred
- Knowledge of competitive bidding statutes and purchasing procedures
- Knowledge of basic auditing and accounting principles
- Effective communication and interpersonal skills
- Proficiency skills in keyboarding and file maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to develop spreadsheets, databases, and do word processing
- Knowledge of School Dude Inventory Direct program preferred

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities

Job Goal:

Direct and manage the purchasing activities of the district. Assist in development and implementation of purchasing procedures to process bids and purchase orders and ensure compliance with applicable state laws and regulations

Performance Responsibilities:

- Assist in the purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and state purchasing rules.
- Assist in the preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
- Assist in receiving and evaluating formal bids and make recommendations for the award of contracts to business manager for school board approval.

- Assist in obtaining and studying comparative prices and quotations. Make purchasing decisions based on information obtained.
- Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
- Prepare purchase orders and review for accuracy.
- Detect, research, and resolve purchasing issues and problems with incorrect orders, invoices, and shipments.
- Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, coding, etc.
- Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and ensuring receipt of proper credit.
- Maintain and oversee the district's warehouse inventory including ordering, receiving and distributing to district sites.
- Maintain and prepare district's depreciable assets list including depreciation schedule.
- Prepare and maintain vendor database and bidder lists.
- Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer.
- Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
- Other duties as assigned.

Terms of Employment:

Purchasing Supervisor will be employed for twelve-month positions. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.

- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT Job Description

Summer Maintenance Lead

Qualifications:

- Training and/or experience in painting, grounds keeping, sports fields, landscaping, HVAC, general cleaning preferred.
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Supervises:

Summer maintenance crew members assigned to them

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Supervises summer maintenance crew members assigned to them
- Performs district maintenance projects as requested during summer break
- Delivers school supplies or equipment to district sites as needed
- Ability to work on ladders or scaffolding
- Other duties as assigned

Terms of Employment:

Summer maintenance crew position(s) will be employed for ten weeks after schools have dismissed for the summer. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Summer Maintenance Assistant Supervisor

Qualifications:

- Training and/or experience in painting, grounds keeping, sports fields, landscaping, HVAC, general cleaning preferred.
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Supervises:

Summer maintenance crew members assigned to them

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Coordinates scheduling of summer maintenance projects assigned to them
- Performs district maintenance projects as requested during summer break
- Delivers school supplies or equipment to district sites as needed
- Ability to work on ladders or scaffolding
- Other duties as assigned

Terms of Employment:

Summer maintenance crew position(s) will be employed for ten weeks after schools have dismissed for the summer. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Summer Maintenance Crew

Qualifications:

- Training and/or experience in painting, grounds keeping, sports fields, landscaping, HVAC, general cleaning preferred.
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Paints district locations as requested during summer break
- Delivers school supplies or equipment to district sites as needed
- Ability to work on ladders or scaffolding
- Performs mowing, seeding and fertilizing of district grounds
- Transplants, trims, and cares for shrubbery at district sites
- Maintains and repairs all equipment used in the care of grounds and/or plants
- Keeps warehouse/garage area clean and in safe condition
- Performs preventive maintenance on HVAC equipment
- Performs general cleaning and maintenance duties at district sites as needed
- Other duties as assigned

Terms of Employment:

Summer maintenance crew position(s) will be employed for ten weeks after schools have dismissed for the summer. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work

environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Summer Maintenance Supervisor

Qualifications:

- Training and/or experience in painting, grounds keeping, sports fields, landscaping, HVAC, general cleaning preferred.
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Supervises:

Summer maintenance crew members assigned to them

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Coordinates scheduling of summer maintenance projects assigned to them
- Performs district maintenance projects as requested during summer break
- Delivers school supplies or equipment to district sites as needed
- Ability to work on ladders or scaffolding
- Other duties as assigned

Terms of Employment:

Summer maintenance crew position(s) will be employed for ten weeks after schools have dismissed for the summer. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Warehouse / Grounds

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in grounds keeping, sports fields, and landscaping, preferred
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Mows, seeds, and fertilizes the grounds at district locations
- Transplants, trims, and cares for shrubbery at district locations
- Removes snow and ice on sidewalks and asphalt within the district
- Installs and repairs playground equipment
- Fills in for day custodians in their absence, as needed. Performs day custodial duties as requested by the school principal while substituting for the custodians
- Maintains and repairs all equipment used in the care of the district grounds and/or plants
- Delivers school supplies or equipment to district sites as needed
- Keeps the warehouse/garage area clean and in a safe condition
- Constructs forms and pours concrete for sidewalks or repairs
- Assists the maintenance staff as needed
- Position requires being “on-call” during evenings, weekends, and holidays for any emergencies
- Other duties as assigned

Terms of Employment:

Warehouse/Grounds will be employed for twelve-month position(s). The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

INDEPENDENCE SCHOOL DISTRICT
Job Description

Warehouse/Grounds Lead

Qualifications:

- Minimum requirement is a high school diploma or equivalent
- Training and/or experience in grounds keeping, sports fields, and landscaping, preferred
- Ability to lift a minimum of 50 lbs.
- Ability to work in all weather conditions
- Ability to reach, bend, stoop and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Director of Facilities/Designee

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Assign work for other maintenance personnel
- Oversee work performed by grounds personnel
- Mows, seeds, and fertilizes the grounds at district locations
- Transplants, trims, and cares for shrubbery at district locations
- Removes snow and ice on sidewalks and asphalt within the district
- Installs and repairs playground equipment
- Fills in for day custodians in their absence, as needed. Performs day custodial duties as requested by the school principal while substituting for the custodians
- Maintains and repairs all equipment used in the care of the district grounds and/or plants
- Delivers school supplies or equipment to district sites as needed
- Keeps the warehouse/garage area clean and in a safe condition
- Constructs forms and pours concrete for sidewalks or repairs
- Assists the maintenance staff as needed
- Position requires being “on-call” during evenings, weekends, and holidays for any emergencies
- Other duties as assigned

Terms of Employment:

Warehouse/Grounds Lead will be employed for twelve-month position(s). The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Facilities Evaluation.

HR 8.8.18

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Facilities Supervisor- Custodial Operations

Qualifications:

- Four (4) years custodial supervisory experience, required
- Minimum requirement is a high school diploma or equivalent. Associates or bachelors, preferred
- Seven (7) years custodial experience, preferred

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities

Supervises:

Custodial Staff Members

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

Performance Responsibilities:

- Assumes responsibility for the daily opening and closing of facilities
- Establishes procedures for locking, checking and safeguarding facilities
- Inspects buildings monthly
- Plows driveways, parking areas, and walks to remove snow
- Supervises custodial activities district-wide
- Makes recommendations for the assignment of and termination of employment for all personnel encompassed within his or her area of operations
- Enters door schedules on computer to lock and unlock buildings
- Supervises set up and take down of equipment required for special events
- Enters the HVAC schedules into computer for district facilities
- Conducts the custodial evaluations with Head Custodian
- Position requires being “on-call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Other duties as assigned by the Director of Facilities and/or Superintendent

Terms of Employment:

This is a 12 month position, the salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

**INDEPENDENCE SCHOOL DISTRICT
Job Description**

Facilities Supervisor- Maintenance Operations

Qualifications:

- High School diploma
- Training and/or experience in maintenance, grounds keeping, technology, construction, skilled trades or areas related to position, required
- Minimum of five (5) years experience as a manager/supervisor, required
- Residency in the Independence School District, required

Fair Labor Standards Act Status: Exempt

Reports To:

Director of Facilities

Supervises:

Skilled Trades, Grounds men, Bookkeeper

Job Goal:

To provide all students with a physical learning environment that is safe, clean, attractive, and smooth functioning

Performance Responsibilities:

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district
- Establishes appropriate maintenance, grounds keeping, installations and security for each school site
- Assists the Director of Facilities with the maintenance of all buildings and grounds as to operations and safety
- Inspects all school buildings, grounds, and installations on a regular basis to ensure that high standards of workmanship, safety, and security are maintained
- Assists in the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of property, services, and personnel
- Makes recommendations for the assignment of and termination of employment for all personnel encompassed within his or her area of responsibilities
- Works cooperatively with the Director of Facilities in establishing requirements and schedules for snow removal operations
- Works cooperatively with the Director of Facilities in ensuring that all district vehicles used for snow removal are in operating condition
- Assigns work orders and supervises skilled trades, grounds, and book keeper
- Responds to immediate needs of the Director of Facilities and appropriate building administrators
- Monitors and adjusts heating and cooling equipment with Automated Logic
- Supervises grounds crew on the maintenance of the sports fields and district grounds

- Assists the Director of Facilities in compiling specifications for bids, as needed
- Position requires being “on-call” during weekends, nights, and holidays for emergency repairs and alarm calls
- Other duties as assigned by the Director of Facilities and/or Superintendent

Terms of Employment:

The Facilities Supervisor for Maintenance Operations will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Required Testing:

Post offer employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat/crouch, stoop, and kneel.
- The employee is frequently required to climb up and down secured ladder.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.
- The employee is frequently required to shovel.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 8.8.18

Facilities Salary Schedule 2018-2019

Step	NS/Cust	Custodian	Full Time Sub Custodian	Small Elem	Large Elem	Middle Schools & Academy	High Schools	Wrhse/ Grounds	Grds/Maint	Maint*
1	12.12	14.49	14.64	15.15	15.54	16.07	16.56	15.29	16.33	18.73
2	12.63	15.00	15.16	15.66	16.07	16.59	17.08	15.81	16.84	19.25
3	13.15	15.52	15.67	16.19	16.59	17.11	17.61	16.34	17.35	19.75
4	13.66	16.05	16.20	16.71	17.11	17.64	18.12	16.86	17.86	20.27
5	14.16	16.57	16.72	17.23	17.64	18.15	18.64	17.38	18.36	20.78
6	14.68	17.09	17.24	17.76	18.15	18.67	19.16	17.90	18.88	21.29
7	15.19	17.62	17.77	18.27	18.67	19.19	19.68	18.42	19.39	21.81
8	15.69	18.13	18.28	18.80	19.19	19.71	20.21	18.94	19.90	22.31
9	16.22	18.65	18.81	19.32	19.71	20.24	20.73	19.46	20.42	22.82
10	16.72	19.17	19.33	19.84	20.24	20.76	21.25	19.98	20.93	23.34
11	17.23	19.69	19.85	20.37	20.76	21.28	21.77	20.51	21.43	23.85
12	17.75	20.22	20.38	20.89	21.28	21.81	22.29	21.03	21.95	24.36
13	18.27	20.75	20.90	21.41	21.81	22.33	22.81	21.55	22.47	24.89
14	18.80	21.27	21.42	21.94	22.33	22.85	23.34	22.08	22.99	25.41

Small Elem Elementary Head Custodians with buildings of less than 55,000 square feet and MS Asst. Head Custodian

Large Elem Elementary Head Custodians with buildings larger than 55,000 square feet and HS Asst. Head Custodian

*Facilities Employees completing advanced training in requested areas of maintenance will receive \$1.00 more per hour for initial certification and \$1.50 more per hour for multiple certifications.

New employees may enter the scale from Step 1 to 7 based on previous experience or specialized skills.

Part Time Custodian	\$ 12.26
Part Time Sub Custodian	\$ 12.26
Sub Maintenance/Grounds	\$ 12.26
Custodial Trainee	\$ 10.81

HR 6/12/2018

FACILITIES EVALUATION

Buildings & Grounds

NAME: _____

DATE: _____

POSITION: Grounds

STANDARD #1: Personal Performance / Attitude		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Demonstrates positive attitude</i>			
2	<i>Willingness to cooperate with supervisors</i>			
3	<i>Accepts suggestions for improvement</i>			
4	<i>Shows courtesy and tact</i>			

STANDARD #2: Initiative		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Shown during working hours</i>			
2	<i>Able to see jobs when need to be completed</i>			
3	<i>Acts in a resourceful manner</i>			
4	<i>Responds promptly to job related concerns</i>			
5	<i>Begins work promptly</i>			

STANDARD #3: Personality		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Keeps self neat and clean</i>			
2	<i>Is cooperative and supportive with co-workers</i>			
3	<i>Maintains friendly, respectful relationship with teachers</i>			

STANDARD #4: Dependability		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Arrives to work on time</i>			
2	<i>Average in work production</i>			
3	<i>Efficient use of time</i>			
4	<i>Understands and follows safety guidelines</i>			
5	<i>Good attendance (Persistent one day absences could result in proceedings for dismissal)</i>			
6	<i>Follows instructions</i>			
7	<i>Completes job assignment</i>			

STANDARD #5: Productivity		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Speed of work</i>			
2	<i>Steady worker</i>			
3	<i>Task persistence</i>			
4	<i>Get things done</i>			

5	<i>Cleans up area after completing assignment</i>			
6	<i>Keeps shop and vehicles clean and organized</i>			

STANDARD #6: Quality		Does Not Meet Expectations	Meets Expectations	Comments
1	<i>Degree of errors</i>			
2	<i>Appearance of finished work</i>			
3	<i>Understands public relations aspect of job</i>			

TOTALS **0** **0**

Evaluator's Signature: _____

Employee's Signature: _____

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

Employee Comments:

Custodian Evaluation

TOTAL POINTS POSSIBLE: 0

NAME: _____

SITE: _____

IMMEDIATE SUPERVISOR: _____

1ST EVALUATION		
Date: _____	Score: _____	Percentage: _____
<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Evaluation Less Than 75%

2ND EVALUATION		
Date: _____	Score: _____	Percentage: _____
<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Evaluation Less Than 75%

3RD EVALUATION		
Date: _____	Score: _____	Percentage: _____
<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Evaluation Less Than 75%

ACCEPTABLE RANGE: 75% - 100%

EVALUATOR: Facilities Department

NOTE: if an evaluation is rated as DOES NOT MEET EXPECTATIONS the following applies:

- A. 1st Evaluation less than 75%, a letter from the Director of Facilities or Designee.
- B. 2nd Evaluation less than 75%, a conference with Director of Facilities or Designee, placed on two (2) weeks probation with letter to District Human Resources Office.
- C. 3rd Evaluation less than 75%, termination notice will be given.

Evaluation Cycle: Evaluations will be conducted as needed at the individual building/site, with a final evaluation submitted annually to the Facilities Office.

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Lawn care/snow removal				
2	Check all restrooms and clean as needed				
3	Set up for special events as directed by building principal/administrator				
4	Receive and give understandable oral and written directions				
5	Inspect and clean up parking lot and grounds as needed				
6	Other duties as assigned				
7	Summer duties as assigned				

STANDARD #2: Restrooms/Clinic Restrooms/Locker Room Restrooms		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Walls				
2	Floors, corners				
3	Stools, seats				
4	Urinals				
5	Wash basins				
6	Mirrors, shelves				
7	Stall walls				
8	Soap, towels, tissue dispensers				
9	Area disinfected				

STANDARD #3: Classrooms/Library/Clinic/Locker		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Vent covers				
2	Corners for cobwebs				
3	Blackboards/Whiteboards				
4	Dust ledges, chalk trays, bookcases				
5	Glass in door and transom				
6	Lights, light tubes				
7	Waste baskets and pencil sharpeners				
8	Floors				
9	Desk tops				

STANDARD #4: Corridors/Stairwells		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Floors, corners				
2	Drinking fountains				
3	Dust ledges				
4	Entrance glass				
5	Entrance carpet				
6	Walls				

**Independence School District
Facilities Handbook 2018-2019**

STANDARD #5: Office		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Clean desks, ledges, countertops				
2	Glass in area				
3	Clean doors and walls				
4	Floors				

STANDARD #6: Gymnasium		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Floors				
2	Glass in area				
3	Damp mop				

STANDARD #7: Auditorium		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Sweep under seats				
2	Clean carpet				
3	Stage and sound room				
4	Dressing room and glass				
5	Damp mop				

STANDARD #8: Cafeteria/Kitchen		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Sweep and mop floor				
2	Dust edges				
3	Drinking fountains				
4	Light tubes				
5	Glass				
6	Wash walls, vent covers				

STANDARD #9: Janitorial Closets		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Clean and orderly				
2	Stock supplies properly				
3	Proper storage of equipment				
4	Sink cleaned				
5	Floor damp mopped				

STANDARD #10: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates positive attitude				
2	Willingness to cooperate with supervisors				
3	Accepts suggestions for improvement				
4	Shows courtesy and tact				

**Independence School District
Facilities Handbook 2018-2019**

5	Is cooperative and supportive with co-workers				
6	Maintains friendly, respectful relationship with teachers and building staff				

STANDARD #11: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Able to see jobs which need to be completed				
2	Plans work in advance				
3	Responds promptly to job related concerns				
4	Begins work promptly				
5	Maintains a steady work pace				

STANDARD #12: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Keeps self neat and clean				
2	Communicates appropriately in the school/site setting				

STANDARD #13: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Average in work production				
3	Efficient use of time				
4	Understands and follows safety guidelines				
5	Good attendance				
6	Follows instruction				
7	Completes job assignment				

TOTALS 0 0 0

Administrator's Signature: _____

Employee's Signature: _____

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

Employee Comments:

Facilities Supervisor Evaluation

NAME:

DATE:

POSITION TITLE:

SUPERVISOR:

Evaluations will be conducted as needed in individual schools, with a final evaluation submitted to the Human Resources Office on or before April 1 of each year. The evaluation process will allow staff members to explore strengths and weaknesses in their job skills and performance. The process will also encourage open communication between the staff member and supervisor, thus promoting the best possible working environment.

EVALUATION CRITERIA

1. Job Knowledge

- Below Standards – Assistance is frequently needed.
- Meets Standards – Has an adequate grasp of department policies and procedures.
- Exceeds Standards – Well informed on all phases of work. Implements policies and procedures without constant supervision.

Comments:

2. Administrative Duties

- Below Standards – Does not meet standards. Paperwork not received on time.
- Meets Standards – Paperwork is received on the date due.
- Exceeds Standards – Does paperwork, plus extra assignments.

Comments:

3. Flexibility

- Below Standards – Instruction often required.
- Meets Standards – Normal instruction required. Accepts change.
- Exceeds Standards – A quick learner. Adjusts to changing conditions.

Comments:

4. Attitude Toward Work

- Below Standards – Continually complains about job or conditions.
- Meets Standards – Loyal to job and supervisor most of the time. Speaks positively about school district and personnel.
- Exceeds Standards – Properly uses authority. Positive attitude, trustworthy, accountable, admits errors.

Comments:

5. Leadership

- Below Standards – Assumes most responsibility. Frequently relies on others for decision making. Has difficulty guiding others.
- Meets Standards – Assumes most responsibility. Occasionally relies on others for decision making. Guides others toward achieving goals.
- Exceeds Standards – Assumes full responsibility of job. Makes wise decisions within bounds of position. Effectively guides others toward achieving goals.

Comments:

6. Cooperation

- Below Standards – Occasionally doesn't cooperate with staff. Occasionally causes friction. Sometimes gossips and complains. Doesn't assist others.
- Meets Standards – Usually gets along with school/department staff. Always does what is asked of him/her. Usually assists others without being asked.
- Exceeds Standards – Goes out of the way to get along with others. Outstanding team worker and respected by staff. Always willing to help others.

Comments:

7. Presentation of Self

- Below Standards – Unfavorable presentation.
- Meets Standards – Neat and clean in appropriate dress.
- Exceeds Standards – Always careful about appearance.

Comments:

8. Dependability

- Below Standards – Dependability not fully satisfied.
- Meets Standards – Fully satisfies dependability demands of position.
- Exceeds Standards – Above average dependability.

Comments:

9. Judgment

- Below Standards – Occasionally makes a poor decision. Decision may result in poor quality, poor customer relations, poor staff management, etc.
- Meets Standards – Uses good judgment when making decisions. Usually chooses the option which is consistent with department policies and procedures, and is in the best interest of the staff and students in building.
- Exceeds Standards – Always uses good judgment when making decisions. Always chooses the option which is consistent with department policies and procedures.

Comments:

10. Productivity

- Below Standards – Occasionally work is not completed in a timely manner. Production of staff runs over expected time.
- Meets Standards – Schedules own work and production of staff so work is completed in a timely manner to ensure a quality product.
- Exceeds Standards – Always completes work efficiently and accurately.

Comments:

11. Compliance with Regulations, Policies and Procedures

- Below Standards – Job performance does not meet department standards or follow policies, procedures and/or regulations.
- Meet Standards – Work follows regulations and district policies and procedures.
- Exceeds Standards – Always follows policies and procedures. Understands importance of meeting or exceeding department standards and producing quality service and product.

Comments:

Strengths:

Areas to work on:

Supervisor's Signature:

_____ Date

Employee's Signature:

_____ Date

This signature verifies that this evaluation has been discussed with you and does not indicate agreement with contents.

HR 1/2010

Head Custodian Evaluation

TOTAL POINTS POSSIBLE: 0

NAME: _____

SITE: _____

PRINCIPAL / ADMINISTRATOR: _____

IMMEDIATE SUPERVISOR: _____

1ST EVALUATION		
Date: _____	Score: _____	Percentage: _____
___ Does Not Meet Expectations	___ Meets Expectations	___ Evaluation Less Than 75%

2ND EVALUATION		
Date: _____	Score: _____	Percentage: _____
___ Does Not Meet Expectations	___ Meets Expectations	___ Evaluation Less Than 75%

3RD EVALUATION		
Date: _____	Score: _____	Percentage: _____
___ Does Not Meet Expectations	___ Meets Expectations	___ Evaluation Less Than 75%

ACCEPTABLE RANGE: 75% - 100%

EVALUATOR: Facilities Department

NOTE: if an evaluation is rated as DOES NOT MEET EXPECTATIONS the following applies:

- A. 1st Evaluation less than 75%, a letter from the Director of Facilities or Designee.
- B. 2nd Evaluation less than 75%, a conference with Director of Facilities or Designee, placed on two (2) weeks probation with letter to District Human Resources Office.
- C. 3rd Evaluation less than 75%, termination notice will be given.

Evaluation Cycle: Evaluations will be conducted as needed at the individual building/site, with a final evaluation submitted annually to the Facilities Office.

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Check on work requests				
2	Lawn care/snow removal				
3	Check all restrooms and clean as needed				
4	Maintain supply inventory/check in deliveries				
5	Set up for special events as directed by building principal/administrator				
6	Conduct maintenance and minimal repairs				
7	Spot clean walls as needed				
8	Sweep and mop kitchen floor				
9	Inspect and clean up parking lot and grounds as needed				
10	Other duties as assigned				
11	Summer duties as assigned				

STANDARD #2: Supervisory Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Work with custodians to see that duties have been completed				
2	Coordinate and assign custodial duties				
3	Receive and give understandable oral and written directions				
4	Supervise the general cleaning of the building and grounds				
5	Has an adequate grasp of building procedures				
6	Uses good judgement when making decisions				
7	Completes documentation as required				

STANDARD #3: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates positive attitude				
2	Willingness to cooperate with supervisors				
3	Accepts suggestions for improvement				
4	Shows courtesy and tact				
5	Is cooperative and supportive with co-workers				
6	Maintains friendly, respectful relationship with teachers and building staff				

STANDARD #4: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Able to see jobs which need to be completed				
2	Plans work in advance				
3	Responds promptly to job related concerns				
4	Begins work promptly				
5	Maintains a steady work pace				

STANDARD #5: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Keeps self neat and clean				
2	Communicates appropriately in the school/site setting				

STANDARD #6: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Average in work production				
3	Efficient use of time				
4	Understands and follows safety guidelines				
5	Good attendance				
6	Follows instruction				
7	Completes job assignment				

TOTALS 0 0 0

Administrator's Signature: _____

Employee's Signature: _____

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

Employee Comments:

BENEFITS

Employee Benefits & Benefits Banking

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Public School Retirement System (PSRS)	<ul style="list-style-type: none"> • State mandated deduction (2018-2019) 14.50% without Social Security or 9.67% with Social Security • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@psrsmo.org 	All certificated staff who work 17 hours per week or 600 hours per year
Public Education Employee Retirement System (PEERS) Formerly Non-Teacher Retirement System (NTR)	<ul style="list-style-type: none"> • State mandated deduction (2018-2019) 6.86% • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@peersmo.org 	All classified staff who work 20 hours per week or 600 hours per year
403B and 457B	<ul style="list-style-type: none"> • Approximately 10 vendors for pre-tax retirement savings • Contact The Omni Group at 877-544-6664 • www.omni403b.com 	All staff
MOST	<ul style="list-style-type: none"> • Payroll deduction for Children’s Higher Education 	All staff
Public Service Forgiveness Program	<ul style="list-style-type: none"> • Forgiveness of Direct student loans for those qualifying after 120 payments and not in default • http://dhe.mo.gov/resources/Publicserviceemployees.php 	Full-time staff
General Payroll Deductions	<ul style="list-style-type: none"> • Professional organization dues, Independence Foundation, United Way, etc. 	All staff
Direct Deposit	<ul style="list-style-type: none"> • Available for multiple accounts 	Required for all staff
Direct Check Card	<ul style="list-style-type: none"> • Available for multiple accounts 	Employees who don’t have a bank account
Credit Union	Located at 201 N. Forest Avenue	All staff who work 25 hours
“Benefits Banking”	<p>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</p> <ul style="list-style-type: none"> • Free online banking and bill pay • Free Commerce ATM and debit card • Discount on loans <p>Contact 816-234-8810 or 816-234-1984</p>	All staff and retirees

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Professional Liability Insurance	<ul style="list-style-type: none"> Protects employees against damage and injury claims while they are acting within the course and scope of their assigned duties as established by the District. 	All staff
Worker Compensation	<ul style="list-style-type: none"> State mandated Covers medical care and prescriptions Provides 2/3 of average weekly wage if employee cannot work, effective 3 days after day of injury Day of injury paid by District Care provided in District's Employee Health Clinic at 1516 W. Maple Street Questions – Contact Employee Workers' Compensation Office 816-521-5424 	All staff with job related injuries
Health Insurance	<ul style="list-style-type: none"> Board of Education paid for employees @ \$581.20 monthly, October 1, 2018-September 30, 2019 Optional coverage available at employee expense for spouse and dependent children Retirees may retain membership by paying premiums Plan choices include 6 plans: <ul style="list-style-type: none"> Blue Select Plus Core – QHDHP and PPO PPO BuyUP 1 – QHDHP and PPO PPO BuyUP 2 and HMO BuyUP 2 	<p>All staff who work 25 hours per week</p> <p>Retirees who elected coverage within one year of their retirement</p>
Dental Insurance	<ul style="list-style-type: none"> Board of Education paid for employees @ \$29.38 monthly October 1, 2018 – September 30, 2019 Optional coverage available at employee expense \$66.76 monthly for family Annual maximum coverage of \$1000.00 on DPPO Advantage plan with \$250 annual increments when annual cleanings are done 	<p>All staff who work 25 hours per week</p> <p>Retirees may extend through COBRA for 18 months minimum</p>
Voluntary Insurance Vision	<ul style="list-style-type: none"> At employee expense Monthly cost of \$13.32 for employee or \$36.75 for family 	All staff who work 25 hours per week

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Long Term Disability Insurance	<ul style="list-style-type: none"> • Board of Education paid benefit • 60% of employee salary • Effective after 90 day elimination period or expiration of sick leave 	All staff who work 25 hours per week
Life Insurance Board Paid	<ul style="list-style-type: none"> • Board of Education paid benefit • 1.5 times salary for qualifying employees • Includes AD&D • Must have a primary beneficiary to enroll 	All staff who work 25 hours per week
Section 125 – Premiums	<ul style="list-style-type: none"> • Premium savings with before tax dollars • No fee 	All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium
Section 125 – Flex Plan Unreimbursed Medical Dependent Care	<ul style="list-style-type: none"> • Pretax savings account for medical or dependent care • Fee \$4.66 per month for 9 months 	All staff who work 25 hours per week
Section 125 - Health Savings Account	<ul style="list-style-type: none"> • Employee owned pretax savings account for medical expenses • District contributes \$600/year • Fee \$2.00 per month 	All staff who are enrolled in the high deductible health care plan and meet other IRS requirements for the account
Employee Assistance Program New Directions	<ul style="list-style-type: none"> • Cost-free Employee Assistance Program • Confidential Services, Referrals • Counseling and Resources • Financial and legal planning • Confidential website access www.ndbh.com (login code Independence SD) • Available 24/7 at 800-624-5544 • Call 816-237-2352 to arrange a confidential appointment 	All staff who work 25 hours per week and their household family members
Employee Health Clinic	<ul style="list-style-type: none"> • Medical clinic for well exams, disease management, illness care, routine lab tests • Cost-free for those on district health insurance and preventive • \$25 per visit fee for those on the HSA eligible Blue Select Plus Core QHDHP and PPO BuyUP 1 QHDHP • Call 816-521-5316 or go online to https://healthstatinc.intelichart.com/patientportal to make an appointment 	All staff, retirees, and dependents (age 2+) enrolled on district health insurance
Employee Wellness Center	<ul style="list-style-type: none"> • Free gym with exercise equipment and classes • Enroll - call 816-521-5315 	All regular full and part-time employees, retirees, and their spouses and dependents age 18 and older until they turn 26

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Aquatics Center	<ul style="list-style-type: none"> • Free open and lap swimming • 25% off swimming lessons, party rentals and private rentals • Free aerobics classes • Questions – call 816-521-5377 	All staff
Voluntary Insurance Legal Assistance	<ul style="list-style-type: none"> • Optional at employee expense • Legal advice, forms, will, document review, traffic issues, IRS, defense, discounts • 24/7 emergency access 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
Voluntary Insurance Life Insurance	<ul style="list-style-type: none"> • At employee expense • Optional coverage available for employee, spouse and dependents 	All staff who work 25 hours per week
Voluntary Insurance Identity Theft	<ul style="list-style-type: none"> • Optional at employee expense • Insurance policy \$1,000,000 • Monitoring includes: credit, internet, digital, social, bank • Privacy advocate remediation 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
Voluntary Insurance Accident	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes Wellness Benefit • Includes Accidental Death or Dismemberment • Includes Hospital Benefit 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Critical Illness	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes heart attack, stroke, cancer, renal failure, organ transplant, coma, severe burns, loss sight-hearing-or-speech, and paralysis • Monthly cost coverage based and age banded • Includes Wellness Benefit • Monthly cost age banded on selected employee benefit of \$10,000, \$20,000 or \$30,000 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Cancer	<ul style="list-style-type: none"> • Optional at employee expense: Employee, spouse, dependents • Includes Wellness, First Occurrence, and specific cost Benefits 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Hospital Indemnity	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes annual admission and daily benefits 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Short Term Disability	<ul style="list-style-type: none"> • Optional at employee expense • Elect coverage \$100-\$1500/Week • Effective after 7, 14, or 30 days elimination period, • Monthly cost coverage based and age banded • Available sick leave must be used first before eligible for use <p>Subject to 3/6/9 month look back period for pre-existing conditions</p>	All staff who qualify for PSRS or PEERS

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Family Medical Leave	<ul style="list-style-type: none"> Federally mandated by the Family Medical Leave Act Up to 12 weeks of unpaid leave allowed for birth/adoption of a child, serious health condition of employee, or serious health condition of member of immediate family who requires care of employee BOE paid insurance and other benefits continued during leave Employees required to use any available leave days during leave No loss of seniority 	<ul style="list-style-type: none"> Employees who have worked 12 months previous to the leave and who have worked at least 1250 hours during the 12 months before the leave Contact Human Resources to see if you qualify for FML Employees must request FML in writing through the Human Resources Office 521-5300
Sick Leave	<ul style="list-style-type: none"> 10 days per school year for illness as outlined in Board of Education Policy/Regulation 4320 Plus one (1) day for each additional full contract month beyond the nine (9) month calendar Paid at daily rate 	All staff who work 37.5 hours per week
Personal Leave	<ul style="list-style-type: none"> 3 days annually for personal use as outlined in Policy/Regulation 4320 Deducted from sick leave Paid at daily rate 	All staff who work 37.5 hours per week
Emergency Leave	<ul style="list-style-type: none"> Up to 10 days leave for purposes outlined in Policy/Regulation 4320 Deducted from sick leave Paid at daily rate 	All staff who work 37.5 hours per week
Bereavement Leave	<ul style="list-style-type: none"> 3 days for death in the immediate family as outline in Policy/Regulation 4320 Paid at daily rate 	All staff
Part-Time Sick Leave	<ul style="list-style-type: none"> 5 days per school year for illness Plus one (1) day for each additional full contract month beyond the nine (9) month calendar Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Part-Time Personal Leave	<ul style="list-style-type: none"> 2 days annually for personal use Deducted from sick leave Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Jury Duty	<ul style="list-style-type: none"> Paid at employee's daily rate 	All staff
Vacation	<ul style="list-style-type: none"> Paid at daily rate 	11 and 12 month full-time employees

***This chart is intended as a quick reference summarizing the employee benefits available to employees of the District. A more detailed description of the employee benefits that may be applicable to you is available through the Human Resources Office. This chart is not intended to be an employment agreement and the District, in publishing this chart, is not conveying an offer pursuant to the benefits described in this summary.**



Benefits Banking



It's how employees save time and money!

Commerce Bank is pleased to offer you a special banking benefit that is designed to help you save time and money! Benefits Banking is a preferred banking program for all **Independence School District** employees that gives you access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, Benefits Banking offers you three account options: Select, Plus and Premium. You choose the level that's right for you!

All Benefits Banking checking accounts include:

- Free first order of single/wallet-style Commerce Globe checks¹
- Free Commerce Visa[®] Debit Card
- Free Online Banking and Online Bill Pay²
- Free Mobile Banking³ and Alerts
- Free Commerce ATM transactions
- Overdraft protection options
- Low rate credit card with no annual fee⁴
- Free notary services and stop payment

You may enjoy (depending on the level you choose):

- Special deposit rates
- Rate discounts on personal loans and home equity lines of credit⁴
- Credit toward home loan closing costs^{4,5}
- Free checks
- Rewards on your credit card
- Free safe deposit box
- Free financial planning consultation⁶
- Discounts on brokerage services⁶
- Plus more!

If you are already a Commerce customer, there are additional benefits available to you as an **Independence School District** employee with Benefits Banking. You will not need to change your account numbers or checks, but you will need to contact Commerce to “upgrade” your account.

You may also receive information about Benefits Banking by visiting any of the Commerce Bank locations in your area, by e-mailing benefitsbanking.kc@commercebank.com or by contacting one of our Commerce bankers assigned to help you:

Gail Cianciolo
Jack Combs

816-234-1984
816-234-8856

gail.cianciolo@commercebank.com
jack.combsjr@commercebank.com

18700 E 39th St
2915 S Noland Rd

We also invite you to visit the Benefits Banking webpage for **Independence School District** employees at: commercebank.com/benefitsbanking/independenceschooldistrict.asp

You chose a great place to work! Now choose the best place to bank.

¹ Printing, shipping and handling charges may apply to reorders depending upon the account option selected. ² One Free Online Bill Pay account per household. ³ Your mobile carrier's text messaging and web access charges may apply. ⁴ Subject to credit approval. ⁵ Cannot be combined with any other offer. Applicable on new Home Loan Purchase Loans and Refinances with closing dates of 7/31/16 or later. ⁶ Benefits from Commerce Brokerage Services, Inc., member FINRA/SIPC, a subsidiary of Commerce Bank.

We ask, listen and solve.



Commerce Bank
Member FDIC



MK1044-2 8/16

commercebank.com

New Directions Employee Assistance Program

EAP Call Center Intake Line: 800-624-5544

The Employee Assistance Program is a counseling assessment benefit that is provided to employees by the **Independence School District**. Did you know that the two primary reasons people use this program are for stress and for relationship difficulties? No matter how hard we try, we cannot avoid the fact that these are two issues that we have to deal with on a daily basis. We may not always need assistance from others to handle stress or relationships, but sometimes it reaches a point where it helps to have some insight from others. The EAP can assist you with dealing with these issues or anything else that may be concerning you.

Some important points to remember:

This is a **free** service. It is separate from your health insurance and it does not cost you anything to use.

It is a **confidential service**. No information, including your name, is released without your written permission. Your employer will not know if you use this program.

It is a service available to the employee and to **immediate family members** that live within our household.

Other services available through the EAP:

- **Legal Referrals**- Contact New Directions for a referral to a local attorney. The initial consultation with the attorney is at no cost.
- **Financial Referrals**- A 30 minute telephone consultation is available through the EAP. After the consultation you can be referred to local resources. The referrals can be made for any financial issue (debt consolidation, budgeting, taxes, investments, etc.)
- **Website Programs**- Log on to www.ndbh.com to access the website programs. Click on EAP Members and use **Independence SD** as your login code to access the dedicated company section. *Personal Directions* is an online work/life program with over 5,000 different articles, calculators, videos, and databases available. Information in Personal Directions includes:
 - **Buying a Car**
 - **Health Assessments**
 - **Investment Calculators**
 - **Child Care Database**
 - **Elder Care Database**
 - **Pregnancy Videos**
 - **Buying a House**

WORKERS' COMPENSATION

Principal/Supervisor/Nurse Procedure for Employee Accident/Injury

All medical information will be stored in the school nurse office. No medical or work comp information is to be stored in personnel or employment files. When an employee reports an injury, follow the steps listed below:

1. Instruct the employee to go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (principal or supervisor if nurse is not available) will assist the employee in completing and signing an **Employee Accident/Injury Report**. This must be completely filled out including level of medical care given and signed by the employee and nurse/supervisor. **These forms are located on the My Benefits page of the District website and can be found in either the Business Office Resources near the top of the page or under the General Plans listed as Workers Compensation near the lower right side of the page.**
2. Give the employee a copy of the **Employee Accident/Injury Procedure** for his/her information and assistance. This form explains the process and answers many of the questions the employee may have at a later time.
3. The nurse (principal or supervisor) will fax the completed **Employee Accident/Injury Report** form along with the **Treatment Authorization Form** (instructions listed below), and notify the **ISD Work Comp Office** via **Phone: (816) 521-5424 Fax: (816) 521-5677 Email: workcomp@idschools.org** in order to meet the Missouri statutory guidelines for filing claims.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
 - 1) If this is a life threatening emergency, call 911 and/or send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000 or **Centerpoint Medical Center**, 19600 E. 39th St., Independence, MO 64057 (816) 698-7000 for emergency treatment.
 - 2) For non-emergency medical evaluation and/or treatment, the following options should be utilized in the order listed as feasible due to either medical necessity or hours of operation available. *Note: If treatment is sought on the day of injury, it is mandatory that a notification call be placed to the treating agency prior to the injured worker's arrival. If treatment is sought after the day of injury, an appointment must be obtained for treatment.*
 - 1) **ISD Employee Health Clinic at (866) 959-9355 (preferably) or (816) 521-5316** (to leave message for a return call) for notification of a Workers' Compensation employee injury. The **Employee Accident/Injury Report** and the signed **Treatment Authorization Form** must accompany the employee for treatment.

Location – 1516 W. Maple Ave., Independence, MO 64050
Hours – 7:00 AM-12:00 Noon & 1:00 PM-6:00 PM Monday–Friday; 8:00 AM-12:00 Noon Saturday

Alternatives Treatment Locations – To be used by referral only from ISD Employee Health Clinic, ISD Medical staff, after hours Supervisor or the ISD Work Comp Office. The signed Treatment Authorization Form must accompany the employee for treatment at these locations.
 - 2) **U. S. Healthworks, Inc. at (816) 478-9299** and notify that the injured employee is coming.

Location – 19000 E. Eastland Center Ct., Independence, MO 64055
Hours – 8:00 AM-5:00 PM Monday–Friday (only)
 - 3) **Urgent Care of Kansas City at (816) 795-6000** and notify that the employee is coming.

Location – 4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055.
Hours – 8:30 AM-9:00 PM Monday-Friday; 8:30-6:00 PM Saturday; 8:30 AM-5:30 PM Sunday;
8:30 AM-3:30 PM Holidays
5. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible that same day. They may go later in the day if condition worsens. Inform them they must present the Treatment Authorization Form at the care location designated on the Treatment Authorization Form to receive treatment. *Note: If treating at Urgent Care of Kansas City, the lower portion of the Treatment Authorization is to be completed by the treating physician and must be returned to the Nurse as well as the ISD Work Comp Office after treatment. This Provider Section contains release information and the employee's Return to Work Status.*

6. **Notify the ISD Work Comp Office** immediately that the employee has been injured and to which treatment location the employee was sent.
Phone: (816) 521-5424 **Fax:** (816) 521-5677 **Email:** workcomp@isdschools.org
7. *All employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained separately in a locked file and not in supervisor files. After each medical visit, the employee is to give the doctor's release/restriction note to their supervisor and to the **ISD Work Comp Office**; the nurse will also receive all forms given to the employee concerning his/her treatment. The nurse will fax the forms to, as well as, notify the **ISD Work Comp Office** by phone to confirm receipt and confer regarding restrictions, etc. If the employee was treated and released from a Hospital Emergency Room, the employee must give a copy to the nurse, principal or supervisor of the **After Care Instructions** given to the employee upon release. **Note: A copy of this document must also be given to the ISD Work Comp Office as this is the only proof that the employee can or cannot return to work following treatment.***
8. If an employee is released to work with **restricted duties** given by the treating physician, notify via phone and send a copy of the written restrictions to the **ISD Work Comp Office** as the restrictions may or may not have been sent to the **ISD Work Comp Office** from the treating physician. The **ISD Work Comp Office** will then prepare Modified Duty paperwork according to these restrictions and will forward this paperwork to the Principal/Supervisor/School Nurse/HR for the purpose of official notification of the injured worker's status and to request a formal approval signature that the work restrictions can (or cannot) be accommodated for the injured employee. The Modified Duty approval (or denial) paperwork will then be faxed to (816) 521-5677 by the school nurse, principal or supervisor. The objective of Modified Duty is to keep the employee on an assignment without loss of pay. The duties will be determined by the restrictions applicable. It is preferred that duties be related to the normal assignment. However, to accommodate the restrictions, duties may be assigned in a different area, at a different location, or on a different time schedule. Payroll/Timekeeping will monitor all stages of Workers' Compensation time.
9. **Workers' Compensation is not responsible for medical needs occurring at work unless work related.** If an employee becomes ill/injured while at work and it is not the result of an accident or injury that is work related, remind and/or assist the employee to contact his/her own health care provider.

Employee Information and Accident/Injury Procedures

The Independence School District provides Workers' Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

For any claim to be processed, the employee must comply with the following requirements:

1. Report to the school nurse's office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the **Workers' Compensation Treatment Authorization** form. Outside of the nurse hours or if employed in an area without nursing staff, the supervisor will complete the referral. Building administrator's may also complete the **Workers' Compensation Treatment Authorization** and sign the **Employee Accident/Injury Report**.
2. Work related injuries must be reported immediately to your supervisor or as soon as possible but in no more than 24 hours.
3. An **Employee Accident/Injury Report** form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor or building administrator will assist.
4. All work related injuries must be treated by **ISD Employee Health Clinic** and be referred by the school nurse or supervisor. The Employee must be given a signed copy of the completed **Employee Accident/Injury Report** form as well as a signed copy of the **Workers' Compensation Treatment Authorization** form. The Employee must present **both** forms for treatment at the Clinic. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

<u>ISD Employee Health Clinic</u>	<u>Clinic Hours:</u>	
1516 W. Maple Ave. Independence, MO 64050 Telephone (866) 959-9355	Monday-Friday,	7:00 am – 12:00 Noon 1:00 pm – 6:00 pm
	Saturday,	8:00 am – Noon

Alternative treatment for the injured employee may be by referral only from the ISD Employee Health Clinic, ISD Nursing Staff, after hours Supervisors or the ISD Work Comp Office. Such referrals will be due to medical necessity or for treatment outside of the hours of operation for the ISD Employee Health Clinic. These alternatives are:

<u>U. S. Healthworks, Inc.</u>	<u>Hours:</u>	
19000 E. Eastland Center Ct. Independence, MO 64055 Telephone (816) 478-9299	Monday-Friday,	8:00 am – 5:00 pm
<u>Urgent Care of Kansas City</u>	<u>Hours:</u>	
4741 S. Arrowhead Drive, Suite B Independence, MO 64055 Telephone (816) 795-6000	Monday-Friday,	8:30 am – 9:00 pm
	Saturday,	8:30 am – 6:00 pm
	Sunday,	8:30 am – 5:30 pm
	Holidays	8:30 am – 3:30 pm

If an injury is a **true emergency**, you can be treated at the **Truman Medical Center Lakewood** or **Centerpoint Medical Center**. Limit all visits to the Emergency Room to injuries that cannot possibly wait until the next day.

5. Following each treatment, the doctor's release to work, restrictions or emergency room After Care Instructions must be submitted immediately to your supervisor and to the ISD Work Comp Office.
6. Treatment appointments and leave information:
 - a. Treatment time within work hours on the day of injury only are paid as work hours.
 - b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

Your failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has strict guidelines and it is important for you that you do not jeopardize your claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor's orders. There is a waiting period of three (3) work days before work comp weekly disability income reimbursement begins. There is a statutory provision for lump sum payment for injuries that result in permanent or partial disabilities that might occur to employees.

The District will provide Modified Duty when possible and if prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.

Employee Accident/Injury Report/Internal Form

OFFICE USE ONLY	
	ID#
	Dept. #
	Months
	Calendar
	Building #

Attn: Give the employee a copy of the Employee Accident/Injury Procedures.

Outside medical attention: Immediately fax this completed form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424. Send this form and the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to Urgent Care of Kansas City, Truman Medical Center ER or Centerpoint ER).

First aid or no medical attention: Fax this form to (816) 521-5677 and call the ISD Employee Work Comp Office at (816) 521-5424.

EMPLOYEE INFORMATION

Employee ID#: _____ Full Name: _____
 Phone: (Home #) _____ (Work #) _____ Primary Work/Building Site: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ Marital Status: M / S / Sep / D / W Gender (M/F) _____
 Job Title: _____ Work Status: (Full/Part Time/Sub) _____

ACCIDENT/INJURY INFORMATION

Time Employee Began Work: _____ AM/PM Date of Injury: _____
 Time of Injury: _____ Check If Time Cannot Be Determined _____
 Date Employer Notified: _____ Time Notified: _____ Who Was Notified _____
 Description of What Happened: _____

 Cause of Injury: _____
 Body Part(s) Injured: (Left/Right) _____ Type of Injury: _____
 Witnesses: _____
 Did Injury Occur on Employer Premises: Y/N _____ Inside _____ Outside _____ Vehicle _____
 Injury Location Site: _____ Location at Site: _____

TREATMENT INFORMATION

Is Employee Going to Receive Medical Attention: Y/N _____ On-Site First Aid: Y/N _____
ISD Employee Health Clinic: _____ (7AM – 12:00 Noon & 1PM – 6 PM, M-F; 8AM – 12 Noon, Sat)
 U S Healthworks, Inc.: _____ (8 AM – 5 PM, M-F only)
 Urgent Care of Kansas City: _____ (8:30 AM – 9 PM, M-F; 8:30 AM – 6 PM Sat; 8:30 AM – 5:30 PM, Sun;
 8:30 AM – 3:30 PM, Holidays)
 _____ Other Provider Care Site _____
 Emergency Care: ___ Truman Medical Center Lakewood; ___ Centerpoint; ___ Other _____
Employee Signature: _____ Date: _____
Supervisor/Nurse Signature: _____ Date: _____

OFFICE USE ONLY	
Report #: _____	SSN#: _____
Hire Date: _____	Entered: _____
Wage: _____	
PMA Management Corp. #0839910	
Phone: 1-888-476-2669	

Workers' Compensation Treatment Authorization

PMA# 0476127

School District: Independence School District
School Name: _____
Address: _____
School District Contact: Debby Acuff Phone Number: 816-521-5424
Fax Number: 816-521-5677

EMPLOYEE INFORMATION

Employee Name: _____
Employee Address: _____
Employee Phone Number: Home _____ Work _____
Employee SSN: _____ Employee DOB: _____
Date of Injury: _____ Injured Body Part: _____
How Did Injury Occur? _____
Sent to Location (below): _____ Date: _____

_____ ISD Employee Health Clinic: (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;
8:00 AM – Noon, Saturday)
_____ Urgent Care of Kansas City (Independence): (6:00 PM – 9:00 PM, Monday – Friday;
12:00 Noon – 1:00 PM, Monday – Friday;
12 Noon – 6:00 PM, Saturday;
8:30 AM – 5:30 PM, Sunday;
8:30 – 3:30 PM, Holidays)
_____ Other Provider Care Clinic Location: _____
_____ Emergency Care: Truman Medical Center Lakewood or Other: _____

Treatment Authorized By: _____ (Print Name) _____ (Signature)

PROVIDER SECTION

Please complete information below and fax to PMA at 1-800-432-9762 and the district contact listed above.
(Note: The medical provider's standard injury status report reflecting the injured worker's return to work status can be substituted to fax the information requested below to both PMA and the district contact listed above.)

Diagnosis: _____
Treatment Recommendations: _____

Return to Work Status: Modified Duty _____ Full Duty _____

Detail Modifications below or: No Restrictions _____
No Lifting Over: _____ lbs. No Pushing/Pulling Over: _____ lbs.
Additional Modifications: _____

Follow-up Appointment: Date/Time: _____ None Needed: _____

Provider Signature: _____

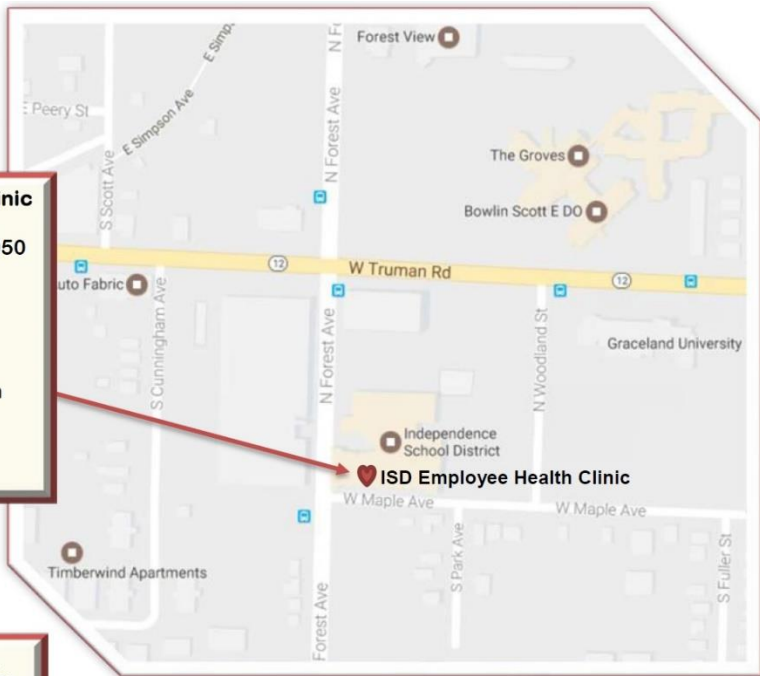
Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

Send medical bills to: PMA Customer Service Center
P. O. Box 5231
Janesville, WI 53547-5231

**MAPS
 2018-19**

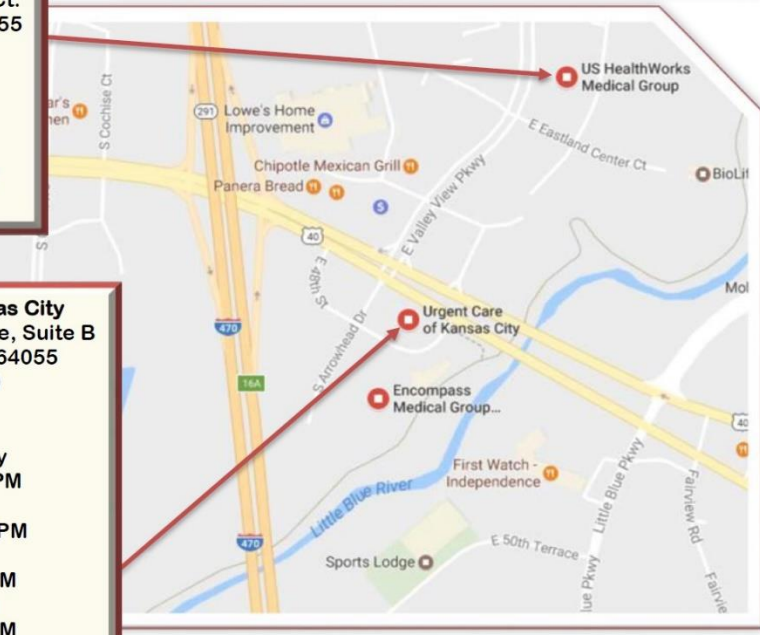
ISD Employee Health Clinic
 1516 W. Maple Ave.
 Independence, MO 64050
 (866) 959-9355
 (816) 521-5316

Hours:
 Monday – Friday
 7:00 AM – 12:00 Noon
 1:00 PM – 6:00 PM
 Saturday
 8:00 AM - Noon



U S Healthworks, Inc.
 19000 E. Eastland Ctr. Ct.
 Independence, MO 64055
 (816) 478-9299

Hours:
 Monday – Friday
 8:00 PM – 5:00 PM
 Saturday and Sunday
 Closed



Urgent Care of Kansas City
 4741 S. Arrowhead Drive, Suite B
 Independence, MO 64055
 (816) 795-6000

Hours:
 Monday – Friday
 8:30 AM – 9:00 PM
 Saturday
 8:30 Noon – 6:00 PM
 Sunday
 8:30 AM – 5:30 PM
 Holiday Hours
 8:30 AM – 3:30 PM

Emergency or After Hours

Truman Medical Center Lakewood
 7900 Lee's Summit Rd.
 Kansas City, MO 64139
 Phone: (816) 404-7000

Centerpoint Medical Center
 19600 E. 39th St.
 Independence, MO 64057
 Phone: (816) 698-7000

POLICIES AND PROCEDURES

STUDENTS

Policy 2130

Nondiscrimination and Student Rights

**(Regulation 2130)
(Form 2130)**

Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

REV. 6/11

STUDENTS

Regulation 2130
(Form 2130)

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;

- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Assistant Superintendent of Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
 - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
 - oversee the investigative process;
 - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
 - arrange for necessary training required for compliance with this Regulation; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;

- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within 48 hours, take appropriate formal or informal action to address, and where appropriate, remediate the violation. appropriate actions may include, but are not limited to, counseling,

awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by

the Superintendent or his/her designee within 10 working days after receiving the written appeal.

5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

REV. 6/11

Nondiscrimination and Student Rights
Harassment Grievance Form

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Did the incident(s) involve: sexual harassment, racial harassment/discrimination, harassment/discrimination because of national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (*circle all that apply*).

Name of person you believe harassed or discriminated against you or another person:

If the alleged harassment/discrimination was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____
has harassed/discriminated against me or another person. I hereby certify that the information I
have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date Received

STUDENTS

Nondiscrimination and Student Rights

Sexual Harassment Prohibited Notice

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Independence School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcome sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is:

Dr. Linda Gray Smith, Assistant Superintendent of Human Resources
201 N. Forest Avenue
Independence, Missouri 64050
(816) 521-5300

STUDENTS

Policy 2670

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

STUDENTS
Student Welfare

Seclusion and Restraint

Purpose

Through the adoption of this policy the Board expects to:

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, Safe Room placement, and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions and positive behavior support techniques.
- Meet the requirements of RSMo 160.263.

Definitions:

“Authorized School Personnel” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of Safe Room placement,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“**Assistive technology device**” means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

“**Aversive behavioral interventions**” means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

“**Behavior Intervention Plan (BIP)**” means a plan developed by an IEP team for a student with a disability who displays need for specific behavior interventions for chronic patterns of problem behavior. If a disabled student’s team develops a BIP in those circumstances, the BIP becomes a part of the IEP.

“**Chemical restraint**” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“**Discipline**” means consequences for violating the district’s student code of conduct.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

“**Functional Behavior Assessment**” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“**IEP**” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“**Law enforcement officer**” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“**Locking hardware**” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“**Mechanical restraint**” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include: (1) an adaptive or protective device recommended by a physician or therapist when used as recommended; (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation; or (3) assistive technology devices.

“**Physical escort**” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. This would include, for example, the act of preventing a student from leaving an enclosed space for safety purposes. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort, intervening in a fight, or carrying a student when developmentally appropriate to do so.

“**Positive Behavior Supports**” means comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

“**Safe Room placement**” means the confinement of a student in an enclosed room without the use of locking hardware, with a staff member present in the room with the student. Safe Room placement also includes the confinement of a student alone in a room with a staff-engaged locking system where the student is constantly attended and supervised by school personnel through a window or other viewing device. Safe Room placement does not include supervised in-school suspension, detention, or timeout/time away used as disciplinary consequences in accordance with the district’s student discipline code.

“**School personnel**” means

- Employees of a local board of education.
 - Any person, paid or unpaid, working on school grounds in an official capacity.
 - Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
 - Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“**Seclusion**” means the confinement of a student alone and unattended in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by school personnel through a window or other viewing device.

“**Section 504 Plan**” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing policy.

“**Student Support Plan**” sets forth specific behavior interventions and/or supports for a specific student who displays chronic patterns of problem behavior.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or Safe Room placement. Time out includes both of the following:

- a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (*e.g.*, asking the student to put his/her head down on the desk); and
- b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

Use of Restrictive Behavioral Interventions:

Time-Out

Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

Seclusion

Seclusion as defined in this policy is strictly prohibited.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

○ Safe Room Placement

Safe Room placement, as defined in this policy, may only be used by authorized school personnel, as defined in this policy.

At the time a student’s Individualized Education Program (IEP), Section 504 plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is developed, the parent/guardian will be provided with a permission form regarding the use of the Safe Room.

If a student’s parent/guardian has not had the opportunity to sign the permission form because no IEP, Section 504 Plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is in place for the student, the following procedure will take place if deemed necessary by school personnel:

- The classroom will be cleared of all other students and the student's behavior will be managed in that room, if appropriate;
- The student will be disciplined in accordance with the student discipline code;
- A parent/guardian will be notified of the need to clear the classroom due to the student's behavior and of the discipline imposed;
- A behavior team meeting will take place within five (5) school days following the incident and a BIP or other parentally agreed upon plan will be developed for the student, if necessary.

If a student's parent/guardian has signed the permission form, the Safe Room will be utilized for that student if necessary and a staff member will be present in the room with the student at all times unless one of the following escalations in conduct occurs: (1) the student becomes physically violent; (2) the student expels bodily fluids; or (3) the student begins disrobing. If any of these escalated behaviors occurs, the staff member will leave the room, utilize the staff-engaged locking system, and supervise the student through a window or other viewing device.

If a parent chooses not to give permission for his/her student to be placed in the Safe Room, the following procedure will take place if deemed necessary by school personnel:

- The student will be taken to the Recovery Room;
- The Recovery Room will be cleared of all other students;
- The student's parent/guardian will be notified of the behavior issue and will be required to pick-up the student from school;
- Law enforcement officials will be notified if an assault or other crime has occurred and charges may be pressed against the student; and
- If the parent/guardian of the student fails to pick-up the student within thirty (30) minutes of receiving notification of the behavior issue (or if the parent/guardian cannot be reached upon reasonable attempts by school personnel) and it is determined that an emergency situation exists, the student will be placed in the Safe Room.
- The parent/guardian will be responsible for any and all damage to property caused by their student during the incident.

Use of Safe Room placement requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in Safe Room placement is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is placed is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Safe Room placement shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon-plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel as defined in this policy.
 - Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
 - Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or harm to property];
 - Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
 - Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- - Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP, Section 504 plan,

BIP, or other parentally agreed-upon plan to address a student's behavior with the exception of mechanical restraints employed by law enforcement officers in school settings used in accordance with law enforcement policies, procedures, and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Communication and Training

- **School Personnel Meeting**

Following any situation involving the use of Safe Room placement or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP, Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behaviors:

Following a situation involving the use of restraint or use of the Safe Room where the staff member was required to leave the room due to escalated behaviors, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.

- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the

policy and procedures involving the use of seclusion, Safe Room placement and restraint.

Students with Disabilities

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint, Safe Room placement, or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, Safe Room placement, or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, Safe Room placement, or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments which may include, but are not limited to, a functional behavior assessment, a review of existing data, and formal assessment observations. The plan must outline preventative techniques, de-escalation strategies, and the development of coping strategies, and the preventative techniques should support the elimination of the use of restraint, Safe Room placement, or aversive behavior intervention over time.

Reports on Use of Safe Room Placement, Restraint or Aversive Behavior Interventions

The District will maintain records documenting the use of Safe Room placement and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, Behavior Intervention Plan (BIP) or other personal safety plan when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

REV. 9/16

PERSONNEL SERVICES

Policy 4120

Employment

Employment Procedures

Policy 4120 states, “Any requests for information regarding former employees must be addressed to the Human Resources office. The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.”

PERSONNEL SERVICES

Policy 4650

(Regulation 4650)

Performance Evaluation

Communication with Students by Electronic Media

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term “Private Electronic Communications” includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

The district will provide official electronic media which may be utilized by teachers and coaches for communication with students for dissemination of school related information (i.e., homework, practice schedules, supplemental instructional material) and for collaborative tasks.

REV. 3/15

Personnel Services

Policy 4720

Separation

Suspension or Termination: Non-Certificated Staff

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

Safe Schools Act of 1996 (Selected excerpts and summaries)

Several areas have been addressed by the Safe Schools Act of 1996. Amendments were added in 1997 and 2000. Items discussed below pertain to classroom and staff issues, in particular. The full Safe Schools Act is on file at Central Office and in the office of the Director of Emergency Preparedness.

1. School Discipline Policies

- School districts must establish a written discipline policy, including a district statement of district position on corporal punishment.
- Provide copy to parents and students (school handbook, district calendar, etc.).
- All employees will receive instruction in the contents and use.

2. Reporting requirements

Administrators are required to report acts of violence. These include, but are not limited to, felony acts such as murder, kidnapping, assault, forcible rape and sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, felonious restraint, property damage, and possession of a weapon. The administrator must report such infractions to the superintendent and a law enforcement agency if the act, if committed by an adult, would be an assault or possession of a controlled substance or weapon.

A teacher or school employee must immediately report an assault to the principal. The employee must also report the finding of a weapon or controlled substance. (The good faith reporter will not be civilly liable for providing such information to the police.) To not report (willful neglect or refusal to report) is a crime.

3. Definition of a weapon

These items include, but are not limited to, firearms, blackjacks, explosives, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun and/or switchblade knife.

4. Penalties for possession of a weapon

The discipline policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: the superintendent may modify each suspension on a case-by-case basis; and this shall not prevent the district from providing educational services in an alternative setting to a student suspended under the provisions of this section.

5. Removal of students

Immediate removal may be taken by principal, superintendent, or school board that the student poses a threat of harm to others as evidenced by poor conduct, past actions, criminal court records, or juvenile records.

6. Miscellaneous

Assault while on school property is defined and classified as a Class D felony. Drug-free school zones are within 2000 feet of public school property. Distribution of drugs near schools is a Class A felony. Crime of making a false bomb threat has been changed to a Class D felony. Crime of Making a Terroristic Threat, 574.150RSMo.2000: A person commits the crime of making a Terroristic Threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe to frighten or disturb 10 or more people (Class C felony), to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony) or with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class D felony).

July 2008

GENERAL DISTRICT INFORMATION

School Information 2018-2019

ELEMENTARY SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Benton	Leslie Hochsprung	Karen Wilson	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Christine Lamb	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Brian Duffie	Heather Nordsieck	827 W College St	Indep	MO	64050	521.5400
Fairmount	Jeff Anger	Darlene McDaniel	120 N Cedar Ave	Indep	MO	64053	521.5405
Glendale	Todd Siebert	Brooke Masters	2611 Lees Summit Rd	Indep	MO	64055	521.5510
Korte	Ron Albutus	Tabitha Mabie	2437-2731 S Hardy Ave	Indep	MO	64052	521.5430
Little Blue	Joe Armin	Jennifer Lane	2020 Quail Drive	Indep	MO	64057	521.5480
Luff	Melissa Carver	Dawn Howe	3700 S Delaware Ave	Indep	MO	64055	521.5415
Mallinson	Sarah Brown	Tina Giammalva	709 N Forest Ave	Sugar Creek	MO	64054	521.5530
Mill Creek	Lindsey Miller	Betty Maday	2601 N Liberty St	Indep	MO	64050	521.5420
Ott	Ronnee Laughlin	Deb Koepke	1525 N Noland Rd	Indep	MO	64050	521.5435
Procter	Amy Hawley	Paula McKinney	1403 W Linden Ave	Indep	MO	64052	521.5440
Randall	Bobby McCutcheon	Debbie Bryant	509 Jennings Rd	Indep	MO	64056	521.5445
Santa Fe Trail	Gib Rito	Angela Ordean	1301 S Windsor St	Indep	MO	64055	521.5450
Southern	Gwenn Tauveli	Michelle Polston	4300 S Phelps Rd	Indep	MO	64055	521.5475
Spring Branch	Aaron Kirchhoff	Sheree Etzenhouser	20404 E Truman Rd	Indep	MO	64056	521.5455
Sugar Creek	Shellie Dumas	Stephanie Spiers	11424 Gill St	Sugar Creek	MO	64054	521.5460
Sycamore Hills	Amber Miller	Connie Daoust	15208 E 39th St	Indep	MO	64055	521.5465
Three Trails	Kevin Lathrom	Angie Zaner	11801 E 32nd St S	Indep	MO	64052	521.5470
Hanthorn	Amy Cox	Susan Hunter	1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Amanda Spight	Wendi Jones	18400 E Salisbury	Indep	MO	64056	521.5526

MIDDLE SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Bingham	Brett Playter	Teresa Roberts	1716 S Speck Rd	Indep	MO	64057	521.5490
Bridger	Jeff Williams	Marla Trahern	18200 E M-78 Highway	Indep	MO	64057	521.5375
Nowlin	Cristin Nowak	Susan Still	2800 Hardy Ave	Indep	MO	64052	521.5380
Pioneer Ridge	Michael Estes	Elaina Baker	1656 S Speck Rd	Indep	MO	64057	521.5385

HIGH SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Chrisman	Michael Becker	Monica Sullivan	1223 N Noland Rd	Indep	MO	64050	521.5355
Indep Academy	Rebecca Bressman	Lisa Coil	606 W Mechanic Ave	Indep	MO	64055	521.5505
Truman	Ronda Scott	April Claphan	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Justin Woods	Lori Jonas	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Todd Then	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

School Start/Dismissal Times 2018-2019

	<u>Unload</u>	<u>Starting</u>	<u>Dismissal</u>	<u>Leave</u>
<u>Tier 1 Routes</u>				
Truman, Van Horn, William Chrisman	6:50/7:00 AM	7:20 AM	2:23 PM 1:50 PM	2:29 PM 1:56 PM
Bridger	7:00 AM	7:20 AM	2:23 PM	2:29 PM
Independence Academy HS	7:15 AM	7:20 AM	2:04 PM 1:31 PM	2:09 PM 1:36 PM

<u>Tier 2 Routes</u>				
Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe	7:55 AM	8:15 AM	3:18 PM	3:24 PM

<u>Tier 3 Routes</u>				
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Three Trails	8:40 AM	9:00 AM	4:03 PM	4:09 PM
Sugar Creek	8:45 AM	9:05 AM	4:08 PM	4:14 PM

Day Treatment, LTS		7:25 AM	2:00 PM	2:05 PM
Early Ed		7:30 AM 12:30 PM	11:00 AM 4:00 PM	

Operation Procedures - Inclement Weather 2018-2019

When it becomes necessary to suspend or delay pupil attendance due to weather conditions, radio and TV stations will be notified. This information may also be obtained by dialing **521-5305** and information will be posted on the District Website – <http://www.isdschools.org>.

Phase I: Delayed Start

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will report for duty on a 2 hour delayed schedule.
2. All ten, eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable.
3. Unless notified, **the Child and Family Learning Centers (Kids' Safari and Early Education) will operate on the regular schedule at their Home School Locations.**
4. Part day Head Start classes **will not meet** on these days.

Phase 2: Pupil Attendance is Canceled

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will not report for duty when pupil attendance is suspended due to weather conditions. (The calendar will be amended and makeup days will be substituted at a later date.) **Early Education staff will follow the calendar provided to them at the beginning of the school year and are expected to report to snow day sites.**
2. All ten (excluding elementary secretaries), eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable after the morning rush hour.
3. Unless notified, **the Child and Family Learning Centers (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.**

Phase 3: Extreme Weather Conditions

1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.
2. Unless notified, **the Child and Family Learning Centers (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.** The Child and Family Learning Centers will close if conditions warrant. The public will be notified through regular media channels.

Absences due to weather will not qualify for any authorized leave provisions currently in effect.

2018-2019 School District Calendar

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	22	23	24	25	26
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	29	30	31		
30	31				27	28	29	30	31										
Student Attendance					12					Student Attendance					18				
Teacher Contract					16					Teacher Contract					19				
															end of 1st qtr Oct 12				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	1	2	3	4					1	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31	25	26	27	28		
Student Attendance					19					Student Attendance					15				
Teacher Contract					19					Teacher Contract					15				
					end of 1st semester Dec 21														
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					
Student Attendance					15					Student Attendance					20				
Teacher Contract					16					Teacher Contract					21				
end of 3rd qtr March 8										Anticipated Final Student attend May 22									

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="background-color: #c8e6c9; width: 15px; height: 10px; display: inline-block; margin-right: 5px;"></div> Non-Student Attendance/Non-Contract</div> <div style="background-color: #e91e63; width: 15px; height: 10px; display: inline-block; margin-right: 5px;"></div> Non-Student Attendance/Professional Development</div> <div style="border: 1px solid black; width: 15px; height: 10px; display: inline-block; margin-right: 5px;"></div> First/Last Day of School

ELEMENTARY/SECONDARY	
First Quarter	40
Second Quarter	45
Third Quarter	43
Fourth Quarter	45
	173

TEACHER CONTRACT DAYS	
First Quarter	45
Second Quarter	47
Third Quarter	46
Fourth Quarter	47
	185

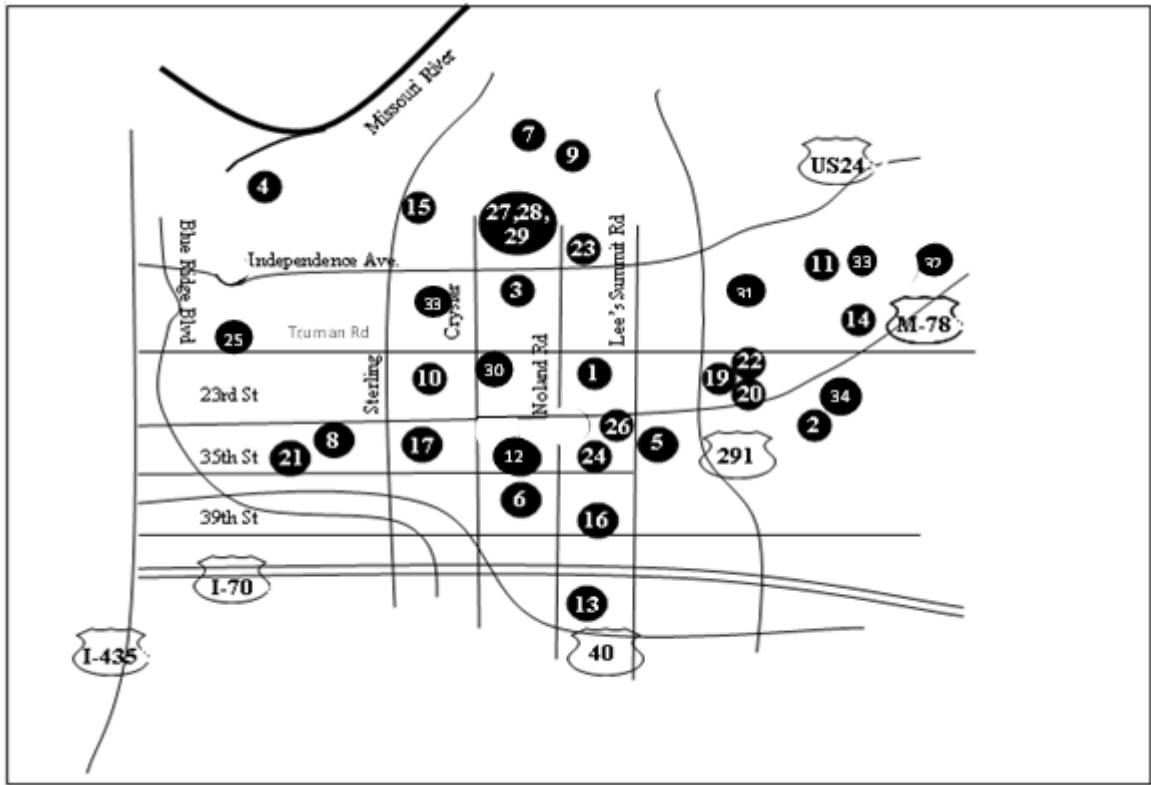
All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Student Evaluation Schedule

First Quarter (Grades K-8)	August 16, 2018 through October 12, 2018
End of First Semester	December 21, 2018
Third Quarter (Grades K-8)	January 3, 2019 through March 08, 2019
End of Second Semester	May 22, 2019

HR 04/23/2018

Map of the School District of Independence



ELEMENTARY SCHOOLS

MAP#	SCHOOL	ADDRESS
1	Benton	429 S Leslie St
2	Blackburn	17302 R.D. Mize Rd
3	Bryant	827 W College St
4	Fairmont	120 N Cedar Ave
5	Glendale	2611 Lees Summit Rd
6	Luff	3700 S Delaware Ave
7	Mill Creek	2601 N Liberty St
8	Korte	2437-2731 S Hardy Ave
9	Ott	1525 N Noland Rd
10	Procter	1403 W Linden Ave
11	Randall	509 Jennings Rd
12	Santa Fe Trail	1301 S Windsor St
13	Southern	4300 S Phelps Rd
14	Spring Branch	20404 E Truman Rd
15	Sugar Creek	11424 Gill St
16	Sycamore Hills	15208 E 39th St
17	Three Trails	11801 E 32nd St S
26	Hanthorn	1511 S Kings Hwy
33	Sunshine	18400 E Salisbury Rd
34	Little Blue	2020 Quail Dr
35	Mallinson	709 N Forest Ave

MIDDLE SCHOOLS

MAP#	SCHOOL	ADDRESS
19	Bingham	1716 S Speck Rd
20	Bridger	18200 E M-78 Highway
21	Nowlin	2800 Hardy Ave
22	Pioneer Ridge	1656 S Speck Rd

HIGH SCHOOLS

MAP#	SCHOOL	ADDRESS
23	Chrisman	1223 N Noland Rd
24	Truman	3310 S Noland Rd
25	Van Horn	1109 S Arlington Ave

ALTERNATIVE SCHOOLS

MAP#	SCHOOL	ADDRESS
27	Indep. Aca. Day Trmt.	606 W Mechanic Ave
28	Indep Safe Ctr	606 W Mechanic Ave
29	Indep Academy	606 W Mechanic Ave

SUPPORT SERVICES

MAP#	SCHOOL	ADDRESS
30	Central Office/IREC	201 N Forest Ave
30	Facilities	201 N Forest Ave
30	Technology	201 N Forest Ave
31	Nutrition Services	1400 W Geo Space Dr
32	Transportation	900 S Powell Rd

The School District of Independence does not discriminate on the basis of race, creed, sex, origin, or disability

Title IX

As set forth in the Regulations for Title IX of the Education amendments of 1972 and according to the policies of the School District of Independence, Missouri, “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Policy 1310 Civil Rights, Title IX, Section 504 and Regulation 1310 may be accessed on the district website.

Inquiries regarding compliance with Civil Rights, Title IX, and Section 504 should be directed to the Human Resources Supervisor, Greg Gilliam, 201 N. Forest Avenue, Independence, Missouri 64050, telephone (816)521-5300, or to the Office for Civil Rights, Department of Education, Washington, D.C.

**“Education is a social process. Education is growth.
Education is not a preparation for life; education is life itself.”**

- John Dewey